



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

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Ref.: **13/18/5**
Enquiries: Mr Samuel Guruseb
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Department Public Service Management
BPI House, Independence Avenue
PO Box 1117
WINDHOEK

18 January 2023

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

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. A OF 2024

VACANCIES IN THE PUBLIC SERVICE OF NAMIBIA

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

INSTRUCTIONS

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

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computer dysfunction at the above e-mail address, an alternative e-mail address will be provided.

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

(a) To Candidates

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

- (i) **Applications (on form 156043) must be addressed to the Executive Director of the relevant Office/Ministry/Agency at the address indicated in the annexure and must be submitted via the Human Resource Office.**
- (ii) Applications must be accompanied by a **comprehensive curriculum vitae and certified copies of educational qualifications. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).**
- (iii) A separate application must be submitted for each post applied for and the number of the circular as well as the post designation and relevant post number (where applicable) must be clearly indicated on each application form (form 156043).
- (iv) The required appropriate experience referred to in the annexure includes all previous appropriate experience, irrespective of which rank or post it was acquired in, as well as appropriate experience gained whilst employed in the private sector (where applicable).
- (v) Note must be taken that competition for vacancies have been limited. **Staff members must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level** (e.g. a Senior Administrative Officer Grade 10 whose probation is confirmed can apply for a vacancy of Chief Administrative Officer Grade 8).

(b) To Offices/Ministries/Agencies of Candidates

- (i) Each application that is received by the Human Resource Office must be submitted to the relevant Office/Ministry/Agency at the address

indicated in the annexure, under cover of the prescribed form ZO/352(1).

(ii) Representations for retention of services:

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

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

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

(d) 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: 19 FEBRUARY 2024**

Signed by Tuyakula Haipinge
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE
OFFICE OF THE JUDICIARY

DIRECTORATE: LOWER COURTS
DIVISION: COURT ADMINISTRATION LOWER COURTS (OTJIWARONGO, RUNDU AND OSHAKATI
MAGISTERIAL REGION)

Post designation	:	Deputy Director Grade 4
1xPost	:	Otjiwarongo
Scale of salary	:	N\$492,567 – N\$517,836
Housing benefit	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 per annum

Minimum Requirements: An appropriate Bachelor Degree in Accounting, Business Administration, Public Management, Human Resource Management on NQF Level 7 or equivalent qualification plus **nine (9)** years' experience in quasi-judicial functions and court administration at Magistrates' Offices.

NB: Please note that this post is subject to vetting in respect of the shortlisted candidates.

Key Accountabilities

- Control, maintain, monitor, direct and manage the administrative duties of the Division Court Administration Lower Courts (Otjiwarongo, Rundu and Oshakati Magisterial Region;
- Provide supervision and in-service training to administrative staff;
- Execute the administrative duties as prescribed by the Codified and Treasury Instructions and other relevant legal instruments;
- Oversee the assessment of performance agreements of staff members on a quarterly basis;
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Courts;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions and other relevant legal instruments;
- Oversee the implementation of the recommendations pointed out by internal and external audit, in inspect of reports carried out at the magistrates offices;
- Provide advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc;
- Conduct interviews, to recruit staff for appointment and promotion;
- Launch investigations concerning the reported/detected/suspected cases of irregularities and misconducts;
- Identify the risks at the magistrates' offices and ensure that the identified risks are mitigated;
- Facilitate the implementation and achievement of the strategic objectives as outlined in the strategic plan and annual plan; and
- Execute any other duties assigned by the supervisor or any other authorised persons.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently

APPLICANTS SHOULD NOTE THE FOLLOWING:

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

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

Please further note:

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

Enquiries:

The following officials may be contacted at the Human Resources Management Division in the event that further enquiries or information is required.

Ms. Tangeni Haitula, Tel: 061- 435 3554, Ms. Aletta Emvula, Tel: 061- 435 3603, Mr. Pinehas T. Shivute, Tel: 061- 435 3605

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

The Executive Director
Office of the Judiciary
Private Bag 13412
WINDHOEK

OR

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

MANAGEMENT CADRE

MINISTRY OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE

DIRECTORATE POLICY, PLANNING AND RESEARCH DIVISION: POLICY AND PLANNING

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$492,567 – N\$517,836
Salary Notch	:	N\$492,567
Motor vehicle allowance	:	
Capital Costs	:	N\$83,106.00 per annum
Running Costs	:	N\$27,811.00 per annum
Total Motor Vehicle Allowance:	:	N\$110,971.00 per annum
Housing benefit	:	N\$121,560.00 per annum

Minimum Requirement: A B-Degree or equivalent qualification on NQF Level 7 PLUS 9 years' proven experience in Capital Projects.

Additional Requirements: Five (5) years out of nine (9) years' experience should be served at Grade 6 as a head of the Subdivision and a Driver's License Code B.

Key Responsibilities

- The candidate will report directly to the Director: Policy Planning, and Research and will be entrusted with the coordination of socio-economic research.
- Coordinate Annual Ministerial Planning and Review sessions and development of the Annual Ministerial Plans and Reports.
- Coordinate development and review of Ministerial Policy and Legislative Frameworks.
- Coordinate development and review of Social Protection Programmes
- Provide advisory services on development and review of Social Protection Programmes.
- Coordinate Development of Project Identification Forms (PIFs)
- Coordinate monitoring and implementation of the Ministerial Capital Projects.
- Coordinate the popularisation of the Social Protection Policy and its Implementation Plan.
- Coordinate Development and implementation of the Ministry's Memorandums of Understanding and Agreements on Bilateral and Multilateral Relation.
- Coordinate progress update of Bilateral and Multilateral relations
- Coordinate compilation and management of the Directorates operational and capital budgets.
- Responsible for planning, supervision, and management of the division.
- Ensure continuous capacity development of the staff members and provide leadership and guidance.
- Manage the Ministerial Information Resources Centre and ensure that it is adequately resourced.
- Offer supervision and leadership guidance to the division staff complement.
- Implement the Performance Management System by developing, signing, reviewing, and appraising staff's Performance Agreements within the Division.
- Undertake any other function as may be assigned by the supervisor.

Enquiries: Mr. Willbard Nashandi 061-283 3191 OR Mr. Sacky Hidulika Sheehama at 061-283 3172

MANAGEMENT CADRE
KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: HUMAN RESOURCES, FINANCE AND ADMINISTRATION
DIVISION: FINANCE

Post Designation	:	Deputy Director Grade 4 (M)
1 x Post	:	Rundu
Scale Salary	:	N\$492,567 - N\$517,836
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 per annum

Minimum Requirement: An appropriate B Degree at NQF L7 or equivalent qualification majoring in Accounting and Finance from a recognized academic institution plus nine **(9) years** appropriate experience, **it must be noted that the experience mentioned must have been attained whilst employed in the same job category performing the same functions and duties as per PSM Circular No. 5 of 2015.**

Must be familiar with relevant legislations concerning the (Public Service Staff Rules and Accounting Policies), State Finance Act, VAT Act, Pension Act and Treasury Instruction.

Competitive field:

Only applicants from the Job Category of Accountant Grade 6 will be considered.

Candidates from outside the Public Service must have experience in related fields on middle management level.

Main Duties

- Monitor and regulate Regional Council expenditure with a view to control the monthly cash flow.
- Responsible for budget preparation, implementation and control.
- Ensure development of Management plans for the Division.
- Liaise with other Regional Council's Deputy Directors in coordinating the management of finance.
- Ensure proper financial management of the Council as per delegated functions.
- Advise Council in all financial related matters.
- Monitor budget expenditure and adhere to treasury instructions.
- Prepare consolidated (recurrent and development) budget of the Regional Council's.
- Prepare consolidated financial statements of the Regional Councils.
- Scrutinize the Regional Councils annual budget and recommend for approval.
- Ensure that the financial statements are prepared and presented for auditing.
- Develop guidelines on accounting systems for the Regional Council.
- Ensure adherence to Financial Accounting Guidelines.
- Develop and Review the Financial Management Policy of the Regional Council.
- Make submission on verimentation to the Minister.
- Ensure proper utilization of staff, plan, manage and control of the activities of the Division.
- Submit quarterly reports on budget expenditure to the Director.
- Participate in the formulation of the Council's Strategic Plan.
- Provide technical inputs in Divisional operational planning.
- Manage, coordinate and monitor financial, planning and capacity building support to settlements and constituency offices.
- Determine staffing needs, evaluate staff performance.
- Ensure that staff in the Finance Division are familiar with relevant rules and regulations such as Treasury Instructions, Public Service Staff rule etc.
- Advise the Chief Regional Officer on all financial and other relevant matters.

- On request or on own initiative rendering advisory or liaison service to staff of the Council on Finance related matters.
- Liaise with the Ministry / Stake holders / Institutions on matters relating to the financial activities of the Regional Council.
- Control the course of expenditure in relation to appropriated funds and immediately advise the Chief Regional Officer accordingly if the trend of expenditure indicates the classification is unavoidable, take steps in time to obtain prior authorization therefore.
- Check the correctness of the annual financial statements.
- Give immediate attention to all audit inquiries directed to the Chief Regional Officer.
- Coordinate Council budget hearing.
- Prepare Budget Calendar for Regional Council.

To Candidates:

All foreign qualifications must be evaluated and letter (s) from Namibia Qualification Authority (NQA) to be attached.

All Public Servant applicants should send their applications through their O/M/A Human Resource offices and confirmation letters must be attached.

An attractive range of benefits include a Housing Allowance, Transport Allowance, Service Bonus, Medical Aid Scheme, Social Security and ample Vacation and Sick leave.

NB: Applications that do not meet the above criteria or requirements shall not be considered.

Application must be submitted on latest revised form 156043 and 156094, with certified copies of identification and Educational qualifications with a comprehensive CV which must be addressed to:

Application must be submitted to:

Hand delivery to:

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

OR

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

Enquiries: Ms. Ludgela Nangura tell: 066-266000, Ms. Anna Rosa Muyeu 066-266000

MANAGEMENT CADRE
OMUSATI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Director Grade 3
1xPost	:	Outapi, Omusati Region
Salary Scale	:	N\$528,193- N\$560,522
Housing Benefit	:	N\$81,558-00 per annum
Motor Vehicle Allowance	:	N\$114,475-00 per annum

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

Additional requirements:

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

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

DUTY SHEET:

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

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- Evaluate performance of subordinates
- Any other work related duties assigned

Enquiries: Ms. Anna Andumba/Ms. Ndiyana Dominikus, Tel: 065-251700

NB:

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

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

or

**Hand Delivery
Omusati Regional Office Reception**

MANAGEMENT CADRE
OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Director Grade 3
1x Post	:	Oshakati
Salary Scale	:	N\$28,193 – N\$560,522
Housing Benefits	:	N\$131,280 per annum
Motor Vehicle Allowance	:	N\$123,633 per annum

Appointment Requirements: A B-Degree at NQF Level 7 plus 9 years appropriate experience

Supplementary Requirements: Preference will be given to candidates with a Master's Degree in Education, Finance, Administration and Public Management.

Additional Requirements:

- Four (4) years 'experience at Middle Management (Deputy Director or Similar) or higher level
- Must have planning and analytical skills and have passion for education and be able to adopt to challenges in the region
- The post requires a high level of management in strategic planning, education planning and management, budget planning analysis (public finance management), Procurement management and Public Service Performance Management Systems implementation.
- Must be computer literate and should possess a valid driver's incense.

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

Important Notes to Applicants:

- The application for employment form (new format) as well as the Health Questionnaire should be properly completed and signed. Failure to properly complete all items on the application form and Health Questionnaire and not attaching the necessary documents to the application form will lead to disqualify the application.
- Application for employment forms should be accompanied by certified copies of the applicant's comprehensive Curriculum vitae and all relevant certified copies of all educational qualifications and proof of Namibian citizenship and certificates of service from previous employers.
- Applicants are reminded to attach academic records, NQA evaluation reports for foreign qualifications and confirmation of probation.
- Interested and suitably qualified persons from designated groups are strongly encouraged to apply.

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

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

Enquiries: Klaudia T. Shindondola/Esther T. Nakapolo, **Tel** 065-229800

OFFICE OF THE PRESIDENT
NATIONAL PLANNING COMMISSION

DIVISION: FINANCE AND ADMINISTRATION
SUBDIVISION: FINANCE

Post designation : Accountant Grade 8
1xPost : Windhoek
Scale of salary : N\$ 227, 453 – N\$271, 828

Minimum requirements: An appropriate Diploma or equivalent qualification majoring in Accounting and Finance on NQF Level 6.

Additional requirement: Preference will be given to candidate in possession of B Degree in Accounting & Finance on NQA Level 7

Job description: Will be provided on request.

Enquiries: Ms. Aune Hamunyela /Ms. Loide Shikongo, 061-283-4097 / 061-283-4096

OFFICE OF THE EXECUTIVE DIRECTOR
AFRICAN PEER REVIEW MECHANISM SECRETARIAT

The African Peer Review Mechanism (APRM) is a mutually agreed instrument voluntarily acceded to by AU-member States as an African self-monitoring mechanism. The primary purpose of the APRM is to foster the adoption of policies, standards and practices that lead to human security and political stability, high economic growth, sustainable development and accelerated sub-regional and continental economic integration. To fulfill this mandate, there is a need for recruiting suitable, dedicated, motivated and efficient personnel for appointment on a contractual basis until 31 March 2028, with a possibility of extension. More information is available on the following website: www.aprm-au.org

The APRM National Secretariat invites Namibian citizens to apply for the following positions:

OFFICE OF THE EXECUTIVE DIRECTOR

Post designation : Chief Policy Analyst Grade 6
(Democracy and Political Governance)
1xPost : Windhoek
Scale of salary : N\$337,984 – N\$403,922

Minimum requirements: A Bachelor's Degree on Namibia Qualifications Framework (NQF) Level 7 in Law / International Relations / Political Science / Diplomacy / Social Science / Development Economics **PLUS** approximately 4 years proven practical appropriate experience. Applicants with a Master's Degree in the mentioned 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 Democracy and Political Governance; Knowledge of the AU Agenda 2063 and UN Agenda 2030; Demonstrate ability to work in a teamwork and in multi-cultural environments.

Purpose of the position: Contact research relating to Democracy and Political Governance thematic areas of APRM reviews. Provide administrative and technical support to the Chairperson and Deputy Chairperson of the Democracy and Political Governance thematic

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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 Democracy, political governance in support of good governance in Namibia; Liaise with accountable institutions to adhere to the implementation of codes, standards and indicators of good political and corporate governance 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; Initiate draft speeches, briefing notes or any other document assigned by the Director;
- Take minutes of the board meetings and follow up on the outcome of the meetings with relevant stakeholders under the supervision of the Director; Develop performance agreements for the staff members under his/ her subdivision in compliance with the performance management system;
- Mainstream the APRM processes, systems and institutions in his/ her day today activities and always project a positive and good image of the National Secretariat in Namibia; Compiles data and information on the policies, programmes and activities in individual African countries with respect to conflict prevention and reduction;
- promotion of individual rights particularly those of women, children, the youth and vulnerable groups; the degree of powers between the executive, the legislative and the judiciary, and the degree of corruption particularly the behaviour of public office holders;
- Develops appropriate indicators relevant to the measurement of Democracy and Political Governance, based on standards and codes implied in the Declaration on Political, Economic and Corporate Governance; Undertakes research and analysis on the situation of Democracy and Political Governance in individuals member states of the African Union;
- Prepares, in cooperation with Country Review Principals, country briefs, Background papers on the democratic and political situation in preparation of reviews in participating countries;
- Undertakes research activities aimed at developing further performance indicators of Democracy and Political Governance; Participates in the selection of experts in democracy and political governance to be recruited as team members of the Country Review Mission (CRM);
- Liaises with relevant stakeholders in member states to advance political governance principles and practices;
- Organizes technical meetings with stakeholders in the area of democracy and political governance;
- Provides professional leadership and/or mentor and supervises the work of junior officers, contract staff, etc.;
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.;
- 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.

Post designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
Scale of salary	:	N\$185,920 – N\$222,994

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Office Administration/Management **PLUS** 3 years proven practical experience.

Purpose of the position: The Private Secretary to the Director plays a critical role in ensuring the smooth running of the Director's office providing a wide range of support services (secretarial, administrative, reception and handling of confidential matters) to the Director. The successful candidate will be a highly organized and efficient individual who will have an excellent opportunity to exercise own initiative and judgement when dealing with special assignments in a fast-paced, forward-thinking organization.

Job description:

- Screens calls and visitors, ascertains nature of business and relays information to the Director;
- Maintains a computerized or hard copy calendar of appointments for superior to include scheduling, coordinating and canceling meetings or special events;
- Conducts weekly diary meetings with the Director to discuss upcoming engagements, invitations and other requests;
- Schedules on behalf of the Director meetings between him and his direct reports and the committees and groups to which he is a member;
- Coordinates travel and accommodation requirements in connection with others and ensure arrangements in place for the Director match his requirements;
- Filters general information, queries, phone calls and invitations to the Director by redirecting or taking forward such contact as appropriate;
- Drafts correspondence for Director's Office and other personnel, if required; Records messages and ensure that the urgency and importance of these is always accurately conveyed;
- Prepares, collects, compiles and photocopies relevant Executive Management meeting minutes, distributing delivering such documentation as required;
- Composes and types correspondence on routine matters requiring knowledge of departmental operations and regulations using standardized formats;
- Creates and maintains a filing system for forms and other related documentation alphabetically, numerically, chronologically or other means and retrieves information upon request and ensures that an appropriate file does not already exist;
- Maintains confidentiality of files by locking doors and filing cabinets, using passwords on documents, or creating documents that are read-only;
- Creates computerized files and sub-files to organize documents;
- Initiates specified correspondence independently for signature by appropriate staff;
- Discusses/motivates any major improvement of the reception area with regard to additional equipment, furniture, etc. with the Director in order to enhance the Office's image;
- Handling internal and external contacts;
- Experience of diary management/researching and booking of travel and accommodation;
- Experience of working with Development Finance Institutions (DFIs), international organizations or multinational private sector.

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 fund, a transport allowance, a housing/rental allowance as well as ample vacation- and sick leave.

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-DELIVER TO

The Human Resource Office
National Planning Commission
Room 151 / 153
1st Floor
Government Office Park

ATTENTION: HUMAN RESOURCE OFFICE

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

1. The "Application for Employment"-form (new format) is available at all Offices/Ministries/Agencies. Please note that, in cases where more than one position with the same designation is advertised, applicants cannot complete one "Application for Employment"-form for all positions, but a separate application for each position.

2. "Application for Employment"-forms should be properly completed and be accompanied by certified copies of the applicant's highest qualifications and certificates of service from previous employers. The required certificates of service should reflect very clearly the type of experience/field in which experience was gained in each position at such previous employer(s), your exact date of appointment and termination of service and whether such experience was gained on managerial level or not. Please keep in mind that, without service certificates, the experience an applicant claims to have cannot be confirmed which will cause such an applicant not to meet the advertised requirement as far as "proven appropriate experience" is concerned. Failure to properly complete all items on the "Application for Employment"-form and not attaching the necessary/required documents to the application form will disqualify the application. Previous employers might be called at random to confirm the field in/level on which specific indicated experience was obtained.

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

4. 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

NATIONAL COUNCIL

DIRECTORATE: GENERAL RESEARCH AND INFORMATION SERVICES

DIVISION: GENERAL SERVICES

SUBDIVISION: FINANCE

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

Minimum Requirement: An appropriate National Diploma or equivalent qualification NQF Level 6 majoring Accounting plus seven (7) years appropriate experience of which three (3) years or more should have been at Senior Accountant Grade 7 Level. The experience mentioned must have been attained whilst employed in the same job category performing the same functions and duties as per PSM Circular No.5 of 2015.

Main Duties:

- Supervise and coordinate activities of staff members within the Sub-Division;
- To control and oversee all financial activities in Finance Sub-Division;
- Assist with the approval of the payments on the IFMS system(Payroll, Accounts Payable and DSA modules;;
- Checking all journals before submission to Ministry of Finance;
- Checking of ministerial income and approve on the system;
- Checking of the release and proof of payments on a weekly basis;
- Check and approve Virements, initiated by the financial advisor on the IFMS;
- Preparation of the TAW on a monthly basis;
- Take hard copies of approved TAW & Virements to MoF for posting;
- Capturing of Budget split on the IFMS system;
- Reconcile general ledger, suspense accounts and bank reconciliation;
- Assist with the compiling of annual statement on government accounts for the report of the Auditor General and report to the Ministry of Finance;
- Assist with the preparation of the budget;
- Checking of debit acceptance;
- Supervise and training of subordinates;
- Any other work as requested by the supervisor.

Additional Information

- In case of public servants, only applicants who meet the minimum qualification requirements, appropriate experience at current position (e.g. Senior Accountant Grade 7 with appropriate experience) will be considered.

Enquiries: Ms Lottie M. Bock at Tel. No: 061 – 202 8070

DIRECTORATE: GENERAL RESEARCH AND INFORMATION SERVICES

DIVISION: RESEARCH AND INFORMATION SERVICES

Post Designation	:	Senior Information Officer Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Salary Notch	:	N\$277,264
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512per annum

Minimum Requirement : An appropriate B Degree or equivalent qualification NQF Level 7 in one of the following disciplines: Media Studies, Journalism, Communication, Information Studies/Record Management plus three (3) years appropriate experience. The experience mentioned must have been attained whilst employed in the same job category performing the same functions and duties as per PSM Circular No.5 of 2015.

Supplementary Requirement: Applicants should have at least 2 years extensive experience in Journalism and media. Ability to communicate effectively both written and oral. Experience in managing content on websites, social media platforms and Record Management will be an added advantage plus a Valid Driver's License.

Main Duties:

- Supervise and Coordinate activities of Information Officer within the Sub-Division;
- Initiate, Plan, direct and monitor information provision and submit progress reports;
- Orient new staff members on the appropriate information provision techniques;
- Monitor media, edit, proof-reading, supervise and dispatch daily and weekly media summaries;
- Provide guidance, manage and supervise the information team;
- Issue press releases, organise press conference / media encounters;
- Interview news sources for writing of articles for the journal, website, social media platforms and other publications;
- Liaise with the media, government Offices/Ministries/Agencies and the public;
- Conduct civic education activities and outreach programmes;
- Conduct structural and educational study tours to Parliament;
- Produce efficient and effective research projects/papers and information services for the National Council and Committees;
- Assist members of the National Council, Committees and staff members with researched data on bills under discussion;
- Provide Members of Parliament and Committees with researched information on topics that members of Parliament are expected to deliver at National and International platforms for (e.g. Conferences, Workshops, Seminars and Symposiums);
- Take responsibility for record management and administration of the division;
- Oversee the smooth functioning of the Resource Centre for Excellent service to Members and staff of the National Council;
- Compile periodic reports for the division, the Directorate and for the Office;
- Creates, maintain links and network with professional bodies related to the field of information;
- Identify staff training needs for subordinates, train new staff on-the-job and recommend training and development programme for capacity building;
- Carry out managerial and administrative tasks as required; and
- Perform any other duties as requested from time to time by the Chief Information Officer, Deputy Director, Director, Secretary of the National Council or the Chairperson and the Vice Chairperson of the National Council.

Additional Information

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

- In case of public servants, only applicants who meet the minimum qualification requirements, appropriate experience at current position (e.g. Information Officer Grade 8 with appropriate experience) will be considered.

Enquiries: Mr Immanuel Kooper at Tel. No: 061 – 202 8048

Applications for all positions advertised herein, must be made on the **latest revised (E-version 156043 and Health Questionnaire form 156094) with a provision of current employer under Section C**. Please take note that **no any other version will be accepted and failure to attached all required documents will result in automatic disqualification.**

Application for Employment together with a *detailed Curriculum Vitae, letter of confirmation of probation in the current position if the applicant is currently in the public service and originally certified copies of educational qualifications accompanied by transcripts and Identity Document / proof of citizenship* must be submitted to the following address:

**The Secretary
National Council
Private Bag 13371
WINDHOEK**

Attention: Human Resource Office

OR

**Hand delivered to:
The Human Resource Office
National Council, Ground Floor (New building)
14C Love Street
WINDHOEK**

OFFICE OF THE JUDICIARY
DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: SUPREME AND HIGH COURTS
DIVISION: HIGH COURT

Post designation	:	Chief Legal Officer Grade 4
1xPost	:	Oshakati
Scale of salary	:	N\$492,567 – N\$517,836 per annum
Housing allowance	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 per annum

Appointment requirements: Qualification, experience and skills

- BA LLB degree or equivalent qualification on NQF Level 7 in the field of Law;
- Admission as legal practitioner in Namibia;
- Five (5) years' experience as admitted legal practitioner;

Added Advantage:

- Proven proficiency in Microsoft Office programs;

Purpose of the job:

- The incumbent of the position will be heading the Registry of the High Court of Namibia, Northern Local Division and hold an appointment as assistant registrar of the High Court

Key Accountabilities:

- Assisting the Chief Registrar of the High & Supreme Courts in judicial, quasi-judicial and administrative functions;
- Supervisor of the Sub-Division "Registry" in the High Court of Namibia, Northern Local Division;
- Liaise between Judges, Chief Registrar and staff members of the High Court of Namibia, Northern Local Division;
- Supervision of staff members in the applicable Sub-Division at the High Court of Namibia;
- Liaise between Judges, The Registrar and other stake holders;
- Perform all tasks required to be performed by the Registrar in terms of statute, Court directions or any other instruction;
- Supervise Judicial, Quasi-Judicial and administrative functions performed by assistant registrars;
- Perform any task required to be performed by the Registrar in respect of Judicial Case Management;
- Exercise control over, checking and managing of court files;
- Verifying and signing of Court Orders;
- Communicating with legal practitioners regarding procedural requirements;
- Assisting the Judges during courtroom proceedings;
- Issuing of Court process, Criminal, Civil, Labour and Admiralty, i.e. default judgements Summons, writs etc.;
- Taxation of Legal costs;
- Assessment and fixing the amount for purpose of payment of Security;
- Exercise control and manage the High Court Case Roll;
- Manage Court information relating to all cases, including the keeping of statistics and the submission of returns to the Chief Registrar and the Executive Director;
- Perform administrative functions to ensure the smooth running of the Courts;
- Exercise control over case records as well as the record room and the files in terms of the Archives Code/Act;
- Exercise control over all exhibits handed in with the Court during High Court Proceedings;

- Exercise control over and manage books of account in respect of state funds, fines and other charges in terms of the Treasury Instructions, Justice Code, Code Archives and other related legislations and regulations;
- Exercise control over, checking and managing of Court books and registers in terms of the applicable legislation and or policies;
- Exercise control over all financial transactions performed by the High Court;
- Provide practical training and assistance to the Assistant Registrars and the staff members in general;
- Perform administrative functions to ensure the smooth running of the Directorate: Registrar of the Supreme and High Court; and
- Attending to any other assignment, duty and/or function, assigned or delegated by the Chief Registrar or any other authorized person, to him/her.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to prioritize and manage work effectively

DIRECTORATE: LOWER COURTS

DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: KEETMANSHOOP

Post designation	:	Chief Legal Clerk Grade 8
1xPost	:	Magistrate's Office Luderitz
Scale of salary	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma in Accounting, Business Administration, Public Management/Administration or Human Resource Management on NQF Level 6 or equivalent qualification plus **five (5)** years' experience in quasi-judicial functions and court administration at Magistrates' Offices.

Key performance areas:

- Daily Checking of financial transactions;
- Perform quasi-judicial functions;
- Receive State revenue in respect of bail, court fines and traffic fines;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions and other relevant legal instruments;
- Reconcile the monthly electronic cashbook and cash account and submitting it to Division Financial Management of Office of the Judiciary and Treasury at the Ministry of Finance;
- Reconcile MDSA (Magistrate's Deposit Suspense Account) on a monthly basis;
- Submit monthly expenditure cash account for commercial bank account to Division Financial Management;
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Courts;
- Provision of advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc;
- Perform bookkeeping functions;
- Balance/Reconcile revenue accounts/ registered;
- Compile and submit monthly reports in respect of revenue returns;
- Assess the performance agreements of junior staff members;

- Supervise and train staff; and
- Execute any other duties assigned by the supervisor or any other authorised persons.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently

DEPARTMENT: JUDICIAL SERVICES

DIRECTORATE: LOWER COURTS

DIVISION: COURTS ADMINISTRATION LOWER COURTS, SUBDIVISION: OSHAKATI

Post designation	:	Senior Legal Clerk Grade 10
1xPost	:	Magistrate's Office Outapi
Scale of salary	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: A Grade 12 (or Equivalent) certificate on NQF Level 3 Plus three (3) years' experience in quasi-judicial functions and court administration at Magistrates' Offices.

Additional requirements: An appropriate National Diploma on NQF Level 6 in Accounting, Business Administration, Public Management/Administration or Human Resources Management will be **added advantage**;

Key performance areas:

- Supervise and train junior administrative staff;
- Perform quasi- judicial functions;
- Receive State revenue in respect of court fines and traffic fines;
- Receive trust funds such as bail and maintenance monies;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions;
- Perform duties as imposed by the Domestic Violence Act, Administration of Estates Act and other relevant legal instruments;
- Perform bookkeeping functions;
- Balance/Reconcile the Magistrate's Suspense Account;
- Compile and submit monthly expenditure cashbook and cash accounts;
- Assess the performance agreements of junior staff members;
- Execute any other duties assigned by the supervisor or any other authorized persons.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently

DEPARTMENT: JUDICIAL MANAGEMENT
DIRECTORATE: ADMINISTRATION
DIVISION: GENERAL SERVICES, SECTION: PROCUREMENT

Post designation	:	Senior Administrative Officer Grade 10
1xPost	:	Windhoek
Scale of salary	:	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 one (1) year appropriate experience

Or;

A Grade 12 (or Equivalent) certificate on NQF Level 3 Plus three (3) years' experience

Additional requirements: Preference will be given to candidates with an appropriate Bachelor in Procurement and Supply Chain Management (NQF Level 7) plus three (3) years appropriate experience;

Key performance areas:

- Preparation of the Individual Procurement Plans;
- Reviewing, comparing and analysing procurement requests for goods, services or works to ensure that the request meet the procurement standards;
- Initiation of procurement process on receipt of a purchase requisition approved by the Accounting Officer and register such requisitions;
- Process cancellation of bidding processes as per Section 54(1) of the Public Procurement Act, 2015 (Act No. 12 of 2015);
- Prepare agenda packs for the Procurement Committee meetings in the absence of Administrative Officers and submit to the supervisor for verification;
- Support the functioning of the procurement committee and provide secretarial services and technical inputs to the procurement committee;
- Timely completion of Procurement Committee (PC) minutes for approval by the Chairperson;
- Serve as the channel of communication for the public entity and the suppliers;
- Monitor and provide update report on the e-government procurement (E-GP) portal of every stage of procurement process;
- Provide inputs for the compilation of quarterly procurement reports to the Chief Administrative Officer;
- Process requisitions and purchase orders on the IFMS;
- Facilitate the requesting for supplier codes on IFMS from Ministry of Finance;
- Posting of the bidding documents on the portal (E-GP);
- Filing and maintaining accurate procurement records;
- Researching prospective suppliers to verify their existence and their principal line of business as indicated in their company registration certificate, as well as to verify their capacity to deliver the required goods/works/services;
- Clearance of encumbrance report;
- Supervision of Administrative Officers;

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

- Transparent;
- Honesty;
- Impartiality;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently

APPLICANTS SHOULD NOTE THE FOLLOWING:

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

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

Please further note:

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

Enquiries:

The following officials may be contacted at the Human Resources Management Division in the event that further enquiries or information is required.

Ms. Tangeni Haitula, Tel: 061- 435 3554, Ms. Aletta Emvula, Tel: 061- 435 3603, Mr. Pinehas T. Shivute, Tel: 061- 435 3605

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

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

OR

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

MINISTRY OF AGRICULTURE, WATER AND LAND REFORM
DEPARTMENT OF WATER AFFAIRS
DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION
DIVISION: SOUTHERN REGIONS
SUBDIVISION: HARDAP REGION

Post Designation	:	Rural Water and Sanitation Officer Grade 10
1xPost	:	Hoachanas (Hardap Region)
Scale of Salary	:	N\$151,910 – N\$182,202 per annum
Housing allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum
Remote and Hardship Allowance:		N\$13,800 per annum

Minimum Requirements: An appropriate National Diploma in Community Development OR Adult Education OR Environmental Health Science on NQF L6. He/she must have a sound knowledge and understanding of the Rural Community of the particular region. The applicant must be in possession of a Code 8/BE/B driver's license.

Additional requirements: Knowledge of community development. Strong work ethic, good interpersonal and communication, and social problem-solving skills. Applicant should be able to communicate in local vernacular (Nama/Damara or Afrikaans). Driver license code B. **NO ACCOMMODATION AVAILABLE**

Enquiries: Mr. B. Keeja/ Mr. C. C. Cloete; **Tel:** 063 – 242774/

Applications to be delivered to:

The Hardap Regional Council
Private Bag 2017
Mariental

OR

Hand delivered at the: Human Resources Offices Mariental First Floor, West Wing

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION
DIVISION: NORTH-EASTERN REGIONS
SUBDIVISION: KAVANGO-WEST REGION

Post Designation	:	Rural Water and Sanitation Officer Grade 10
2xPosts	:	(A) Nkurenkuru Regional Office (B) Mpungu Sub-office
Scale of Salary	:	N\$151,910 – N\$182,202 per annum
Housing allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum
Remote and Hardship Allowance:		N\$13,800 per annum (Mpungu Sub-office only)

Minimum Requirements: An appropriate National Diploma in Community Development OR Adult Education OR Environmental Health Science on NQF L6. He/she must have a sound knowledge and understanding of the Rural Community of the particular region. The applicant must be in possession of a Code 8/BE/B driver's license.

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

Additional requirements: Knowledge of community development. Strong work ethic, good interpersonal and communication, and social problem-solving skills. Applicant should be able to communicate in local vernacular. Driver license code B/BE. **NO ACCOMMODATION AVAILABLE**

Enquiries: Mr. R.M Shikongo; Tel No: +264811255320 or HR Office, Kavango West Regional Council (066) 264 875/6

Applications to be delivered to:

**The Chief Regional Officer
Kavango West Regional Council.
Private Bag 6294,
Nkurenkuru**

OR Kavango West Regional Council, HR Division Office, Nkurenkuru Plaza, Nkurenkuru

OR Directorate of Water Supply and Sanitation Coordination, Administration Block, Ndahafa Courts, Erf 661, Extension 1, Nkurenkuru

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION
DIVISION: NORTH EASTERN REGIONS
SUBDIVISION: KAVANGO-WEST REGION**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Nkurenkuru (Kavango-West Region)
Scale of Salary	:	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 in Business Administration or Public Management/Administration or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR a Grade 12 certificate (20 points with an E-symbol in English) plus three (3) years appropriate experience in two (2) areas of Budgeting or Transport Management or Procurement or Stores or Human Resources Administration. Computer literacy in MS Office will be an advantage. Candidate must be in possession of a valid driving license Code 8/BE/B. The incumbent will be responsible for the Human Resource, Finance, and Administrative function at the regional office.

Enquiries: Mr. R.M Shikongo; Tel No: +264811255320 or HR Office, Kavango West Regional Council (066) 264 875/6

Applications to be delivered to: THE CHIEF REGIONAL OFFICER., Kavango West Regional Council. Private Bag 6294, Nkurenkuru OR Kavango West Regional Council, HR Division Office, Nkurenkuru Plaza, Nkurenkuru OR Directorate of Water Supply and Sanitation Coordination, Administration Block, Ndahafa Courts, Erf 661, Extension 1, Nkurenkuru

DEPARTMENT: PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE: GENERAL SERVICES
DIVISION: INFORMATION TECHNOLOGY SYSTEMS
SUBDIVISION: NETWORK SYSTEM ADMINISTRATION AND SUPPORT SERVICES

Post Designation	:	Chief Systems Administrator 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: A Degree in Information Technology on NQF L 7 or equivalent qualification plus a minimum 4 years of experience. The incumbent must be in possession of a valid driver's license which must be at least one year or older.

Main duties:

- Administering of ICT infrastructure
- Ensure efficient and effective provision of IT services
- Enforce disciplinary code of conduct among staff members Prepare budget and control the expenditure of the projects and programs
- Compiling tender specification on procurement of hardware, software and network equipment
- Identify the Ministry's ICT needs
- Maintenance of application software as necessary to support Land Information Systems
- Administering network and databases
- Administering of Backups and Disaster Recovery Sites
- Administering of Ministerial Security infrastructures
- Ensuring ICT user support at all levels
- Perform any other duties which may be assigned from time to time.

Enquiries: Mr Amin Haiping; Tel No: 061/ 296 5111 or Mr Reginald Swartz; Tel No: (061) 208 7374

DEPARTMENT: PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF GENERAL SERVICES
DIVISION: FINANCE
SUBDIVISION: SALARIES AND REVENUE
SECTION: PAYROLL

Post Designation	:	Senior Accountant Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$277,264 – N\$ 331,358
Housing allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An Appropriate Diploma on NQF L6 majoring in Accounting plus 5 years appropriate experience.

Additional Requirements: Preference will be given to candidates with a B- Degree on NQF Level 7 majoring in accounting

- Experience with payroll will be an added advantage.
- Code B driver's license.
- Knowledge of reconciliation of accounts.

Main Duties and Responsibilities

- Responsible for Ministerial Payroll verification on the payroll module;
- Tax Reconciliation and computation of the Tax Certificates annually;
- Computation of staff allowances and benefits;
- Training users on payroll-related matters as per the guidelines set by the Ministry of Finance, Treasury Instruction, State Finance Act, 1991 (Act 31 of 1991);
- Assist with preparing the annual plan and attending to audit queries.
- Compilation of financial statements.
- Ensure that staff have signed performance agreements and that they are reviewed quarterly;
- Supervise and coordinate the activities of the section;
- Evaluate the performance of subordinates;
- Handling all queries on payroll;
- Other related duties which may be assigned from time to time.

Enquiries: Ms Gissel Shatika; Tel No: (061) 208 7595 or Mr Reginald Swartz; Tel No: (061) 208 7374

DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE: VETERINARY SERVICES
DIVISION: EPIDEMIOLOGY, IMPORT/EXPORT CONTROL
SUB-DIVISION: EPIDEMIOLOGY, SURVEILLANCE, IMPORT AND EXPORT CONTROL

Post Designation	:	Senior Agricultural Inspector Grade 9
4xPosts	:	(A) 1 x Trans-Kalahari Border Post (Buitepos) (B) 2 x Ariamsvlei Border Post (C) 1 x Ngoma Border Post
Salary Scale	:	N\$185,920 – N\$222,994
Housing allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum
Remote and Hardship Allowance:		N\$13,800 per annum

Minimum Requirements: An appropriate National Diploma in Agriculture on NQF Level 6 or equivalent qualification or a Bachelor's degree in Agriculture plus at least one (1) year experience in veterinary import and export control plus an additional one (1) year appropriate experience in Animal Disease Control. The candidate must be in possession of valid driver's license.

Additional competences required

The candidate is expected to have an understanding and knowledge of animal disease control and prevention through import and export requirements at the Border posts. Demonstrable computer skills and knowledge in report writing is necessary. Adequate experience at supervisory level is important.

Enquiries: Dr Vistorina Bernhard; Tel: (061) 208 7111

DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE: VETERINARY SERVICES
DIVISION: EPIDEMIOLOGY, IMPORT/EXPORT CONTROL
SUB-DIVISION: EPIDEMIOLOGY, SURVEILLANCE, IMPORT AND EXPORT CONTROL

Post Designation	:	Agricultural Inspector Grade 9
1xPost	:	Oshikango Border Post
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 in Agriculture on NQF Level 6 or equivalent qualification or a Bachelor's degree in Agriculture. The candidate must be in possession of valid driver's license.

Additional competences required

The candidate is expected to have an understanding and knowledge of animal disease control and prevention through import and export requirements at the Border posts. Demonstrable computer skills and knowledge in report writing is necessary.

Enquiries: Dr Vistorina Bernhard; Tel: (061) 208 7111

Address:

The Executive Director
Ministry of Agriculture, Water and Land Reform
Private Bag 13184
WINDHOEK

Hand deliver to:

Human Resource Office Room 158
Government Office Park
C/O Luther and Robert Mugabe Ave
WINDHOEK

NB: All foreign qualifications must be submitted with an evaluation report of qualifications from Namibia Qualifications Authority. All applications must be done on the new employment application form 156043 and 156094 obtainable at all Government Offices together with a comprehensive CV and certified copies of educational qualifications, proof of identification, testimonials and any other relevant documents. Note must be taken that competitions for vacancies in the Public Service have been limited. Public Servants must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. People with disabilities are encouraged to apply. Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DEPARTMENT: VETERANS AFFAIRS

DIVISION: GENERAL SERVICES

SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: A National Diploma or equivalent qualification majoring in Human Resources Management on NQF Level 6 plus five (5) years appropriate experience of which four (4) years should be at a level of a Human Resource Practitioner Grade 8.

Enquiries: Mr. Josia-Reesing A Halweendo, Tel: (061) 296 3083

DIRECTORATE: PLANNING AND DEVELOPMENT

DIVISION: REGIONAL COORDINATION

SECTIONS: OSHANA AND ERONGO REGION

Post designation	:	Senior Community Liaison Officer Grade 8
1 x Post	:	Oshana Region (Oshakati)
1 x Post	:	Erongo Region (Swakopmund)
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma at (NQF L6) in Adult Education and Community Development, Public Management, Business Administration or Education for development or related qualifications PLUS three (3) appropriate years of experience.

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

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

DIRECTORATE: PLANNING AND DEVELOPMENT

DIVISION: REGIONAL COORDINATION

SECTION: OTJOZONDJUPA REGION

Post designation	:	Community Liaison Officer Grade 9
1 x Post	:	Otjozondjupa Region
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 at (NQF L6) in Adult Education and Community Development, Public Management, Business Administration or Education for development or related qualifications PLUS three (3) appropriate years of experience.

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

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

Important Clauses in the submission of applications:

- Security vetting will be conducted on the first three highest scorers of each post after the oral interview.
- 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 certificate of service / testimonial (s) from former and current employers in respect of work experience.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.
- Failure to complete all items on the application form for employment (latest revised) and not attaching the necessary documents will disqualify the application.
- Please take note that only shortlisted candidates will be considered and no personal documents will be returned.
- Application form for employment 156043 and Health questionnaire form 156094 (obtainable at all Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational qualifications as well as academic records and identity documents must be addressed to:

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

Or Hand delivered at:

**The Ministry of Defence and Veterans Affairs,
Erf 215, Hoanib Property One Building
Independence Avenue.**

MINISTRY OF EDUCATION, ARTS AND CULTURE

DEPARTMENT: FORMAL EDUCATION DIRECTORATE: PROGRAMMES AND QUALITY ASSURANCE DIVISION: DIAGNOSTIC, ADVISORY AND TRAINING SERVICES

Post Designation	:	Chief: Education Officer Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$492,568 – N\$517,836
Motor Vehicle Allowance	:	N\$110,917 per annum
Housing Benefit	:	N\$121,560 per annum

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

Supplementary Selection Requirements:

- Be in possession of a Master's Degree (NQF Level 9) specialized professional qualification in the fields of Educational Psychology/ Inclusive Educational or areas of disability (visual, hearing, intellectual/ physical), plus 3 years' appropriate experience;
- Extensive experience in formulating and monitoring of policies and programmes, relevant to learners with Special Educational Needs and Disabilities (SEND);
- Knowledge and experience in learning support is also another advantage;
- Experience in supervision of other related professionals would be an added advantage;
- Excellent report writing, document development and review experience;
- Excellent presentation and communication skills, to network with relevant stakeholders and donor agencies;
- Excellent administrative skills;
- Computer literacy, data analysis and data management skills;
- A code B driver's licence;
- Determination, leadership, initiative and the ability to generate creative solutions are but some of important qualities that the incumbent for the post should possess.
- Candidates with Computer Literacy, strong supervisory skills, good report and minutes writing and communication skills.

Main duties

- This job category includes personnel involved at management level with policy formulation and execution; designing, coordinating, ensuring proper implementation and evaluation of programs in areas of barriers to education (intellectual and physical), this includes Educational Psychology, Special Education, Inclusive Education at all levels of the education system; monitoring and lead compliance at all levels to legal framework/legislation and policy directives related to education provision to remove barriers to education for all children including children with Special Educational Needs/Disabilities (SEND). In mainstream, special education or inclusive education settings in addition to safeguarding human rights, child's rights, educational rights of children especially those with special needs plus other special programs.
- Compliance with and interpretation of the Public Service Act, Public Service Staff Rules and Regulations, the Basic Education Act and other Acts relevant to the job description;
- To organize, coordinate, monitor, assess, diagnose and control implementation of psycho-educational support programmes at basic and special education levels;
- Identify staffing requirements and needs for special education provision, implementation of the policy on inclusive education and general education provision to children with special needs.
- Work in collaboration with directorates (national /regional), educational officers, school principals, inspectors of education to ensure provision of quality teaching and learning in schools.
- Advise the management of developments in support services and effect the changes needed.

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- Oversee the coordination of all programmes pertaining to special education, including the operations of the Centre for Communication and Deaf Studies;
- Formulate, monitor and implement policies, guidelines and directives for inclusive education.
- Assist and guide other directorates/division within the Ministry of Education with developing disability- sensitive budget, education programs and physical facilities that are accessible monitoring and evaluation strategies that disabled friendly, child-friendly and inclusive.
- Oversee the development and production of Namibian Sign Language and educational materials for learners with visual, hearing and intellectual impairment.
- Conduct performance appraisal and assist with development plans for staff improvement.
- Communicate effectively with targeted population and their representatives.
- Monitor the implementation of curriculum for inclusive education.
- Serve on ministerial and inter-ministerial committees.
- Effectively supervise, manage, lead and evaluate performance of subordinates.
- Plan and implement annual activities in addition to compiling the periodic and annual reports.
- Administering of the budget allocated to the division;
- Work in synergy with the supervisor and ministerial management team.

Enquiries: Ms Ayesha Wentworth at (+26461) 293-3111

DIVISION: MANAGEMENT, PLANNING, APPRAISAL AND TRAINING (MPAT)
SUBDIVISION: PROFESSIONAL DEVELOPMENT

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$151,910 - N\$182,202
Housing Allowance	:	N\$13,944.00 per annum
Transport Allowance	:	N\$10,512 per annum

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

Supplementary Selection Requirements:

- Experience in working with NSFP at regional or circuit level;
- Experience in working with NASIS; and
- Excellent presentation, communication and administrative skills.

Enquiries: Ms Ayesha Wentworth or Mr Gottlieb Shikongo at (+26461) 293-3111

DEPARTMENT: FINANCE AND ADMINISTRATION

DIVISION: HUMAN RESOURCES ADMINISTRATION

Post Designation	:	Senior Human Resources Practitioner Grade 7
1 x Post	:	Windhoek
Salary Scale	:	N\$227,264 – N\$331,358
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$117,424 per annum

Minimum Requirements: A National Diploma majoring in Human Resources on NQF Level 6 with appropriate experience.

Supplementary Selection Requirements:

4 years' experience in Human Resources, computer literacy including excel (spread sheet) and electronic communication experience will serve as an advantage.

Enquiries: Ms. Namandje E. Niigambo (061) 2933236).

MINISTRY OF FINANCE AND PUBLIC ENTERPRISES

DEPARTMENT: PROCUREMENT POLICY UNIT

DIVISION: MONITORING AND EVALUATION

SUBDIVISION: ADMINISTRATION SERVICES

Post Designation	:	Senior Private Secretary Grade 8
1XPost	:	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:

An appropriate National Diploma or equivalent qualification on NQF Level 7, plus 3 years appropriate experience.

Supplementary Requirements: Candidates' experience must be linked to Administration and Office Management. Must have proven experience in MS Office, exceptional organization, planning and dairy management skills and excellent Computer Literate.

Key Performance Area:

- Typing of manuscripts
- Screening and channelling of telephone calls and visitors.
- Updating of dairies and other sources of reference.
- Making appointments, reservations and travelling arrangement.
- Performing of elementary administration work.
- Taking and relaying messages.
- Filing, safekeeping, scanning and uploading documents to the system.
- Performing of any other duties assigned from time to time by the supervisor.
- The incumbent will at all times familiarise him/her with the rules, regulations, policies and relevant acts that has bearing on his/her operation and specifically on his/her duties. This will include liasing with departments/directorates within the Ministry and other Offices, Ministries and Agencies.

NB: The successful candidate will be subjected to vetting.

Enquiries: Mr. Francois Brand Tel: 061 2092147

IN TERMS OF THE AFFIRMATIVE ACTION PLAN OF THE MINISTRY OF FINANCE AND PUBLIC ENTERPRISES, QUALIFYING FEMALES AND PERSONS WITH DISABILITIES WHO MEET THE PRESCRIBED ADVERTISEMENT REQUIREMENTS ARE ENCOURAGED TO APPLY.

Application forms **156043** (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).

Applications must be addresses to
The Executive Director
Ministry of Finance and Public Enterprises
Private Bag 13295

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Windhoek

Or hand delivered at:

Ground Floor

East Wing Fiscus Building. Please Note: Only short-listed candidates will be notified, and no documents will be returned.

MINISTRY OF FISHERIES AND MARINE RESOURCES

OFFICE OF THE EXECUTIVE DIRECTOR

SECTION: INTERNAL AUDIT

Post Designation	:	Internal Auditor Grade 8
1xPost	:	Windhoek
Salary scale	:	N\$227,453 XP N\$271,828
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Appointment requirements: An appropriate B. Degree or equivalent qualification in Auditing, Auditing and Finance or Accounting and Finance on NQF Level 7 plus three (3) years of appropriate experience in the Auditing Field.

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

Additional requirements: Candidate must have a high degree competency in the use of computer, and be in possession of a valid (B) driver's License.

Key responsibilities:

- Apply audit standard procedures and techniques to ensure proven audit findings.
- Conduct audit on various financial and non- financial systems of the Ministry.
- Prepare audit reports and submit to the Executive Director and the Financial Advisor on time.
- Prepare draft management letters on the basis of audit evidence and submit these to the Executive Director through the Financial Advisor on or before the agreed deadlines.
- Report work progress and submit them on time on a monthly basis.
- Prepare and submit annual work plans and audit programme for approval
- Report and advice the Executive Director and the Financial Advisor any aspect of irregularities.
- Plan, implement, monitor and upgrade security measures for the protection of data, systems and networks of the Ministry
- Gather background and contextual information relevant to the audit area.
- Compile an audit plan/ programme as per audit procedures.
- Execute audit steps as per the audit programme.
- Coordinate the establishment of the Audit Committee
- Serve as a secretary to the Audit Committee
- Coordinate the development of risk register
- Prepare audit reports for review.
- Present findings (results) of any audit carried out to Management after consultation with the Executive Director and the Financial Advisor.
- Perform follow up and ad hoc audits when required.
- Maintain good relations with the Auditee before, during and after the audit in order to ensure client satisfaction.
- Attend Management and Audit Committee meetings and other external organization meetings as well as local and international conferences when required and submit reports to the Executive Director.
- Develop and cross reference the working papers for all audits.
- Carry out any other audit related tasks as delegated.

Enquiries: Ms. Selma Angula, Tel: 061 205 3053 / Ms. Hilma Namwandi, Tel: 061 205 3019.

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PLEASE NOTE:

- Applicants must be Namibian citizens.
- Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by **original certified** copies of qualifications, Transcript of Academic record, ID document together with comprehensive Curriculum Vitae.
- All foreign qualifications must be evaluated by the Namibian Qualification Authority and only shortlisted candidates will be contacted and no personal documents will be returned. No scanned, faxed, email, copy out of a certified copy will be accepted.
- Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.
- **Previously racially disadvantaged persons, women and people with disabilities who meet the above requirements are encouraged to apply.**
- **Applicants must attach proof of confirmation of probation to their application forms.**

Applications should be addressed to:

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

OR

**Hand delivery to:
Human Resources Office, Ground Floor, Room 012
Block C Brendan Simbwaye Square Cnr Uhland, Goethe Street,
Ministry of Fisheries and Marine Resources**

MINISTRY OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE

DIRECTORATE: POLICY, PLANNING AND RESEARCH DIVISION: PROGRAMME REVIEW AND MONITORING AND EVALUATION SUBDIVISION: STATISTICS

Post Designation	:	Chief Statistician Grade 6
1xPost	:	Head Office (Windhoek)
Scale of salary	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10,512.00 per annum

Minimum requirements: An appropriate B. degree on NQF L7 or equivalent qualification, majoring in one or more of the following subjects: Mathematics, Mathematics Statistics, Econometrics, Biometrics, Operational Research, Statistics, Economy, Accountancy, Demography, Computer Science, Sociology, Geography and one or more of the above mentioned as additional subjects PLUS six (6) years appropriate experience in working with statistics.

NB: Bachelor's degree in economics/Statistics/Population studies or Demography at NQF L 7 will be an added advantage.

Key responsibilities:

- Collecting, processing, validation, and interpretation of statistical data
- Develop data collection tools (surveys and questionnaires) and undertake research.
- Responsible for updating and storage of the data in the Management information system.
- Use statistical software to perform data analysis.
- Create and maintain databases using statistical software programs, such as SPSS, SAS, or Stata.
- Liaise with the internal and external stakeholders.
- Collaborate with directorates to develop indicators for Monitoring and Evaluation purposes.
- Dissemination of statistical data, to relevant stakeholders
- Compile Quarterly and Annual Statistical Bulletins.
- Implement the Performance Management System by developing, signing, reviewing and appraising staff Performance Agreements.

Enquiries: Mr. Fillimon Shiimi 061-43 OR Ms Ester Shindinge at 061-2833170

DIRECTORATE: POLICY, PLANNING AND RESEARCH DIVISION: POLICY AND PLANNING SUBDIVISION: POLICY

Post Designation	:	Chief Policy Analyst Grade 6
1xPost	:	Head Office (Windhoek)
Scale of salary	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10,512.00 per annum

Minimum requirements: An appropriate Degree on NQF L7 plus six (6) years appropriate experience

Key responsibilities:

- Conduct research and analyse socio-economic policies, laws, and regulations.
- Provide advice on socio-economic policies, laws, and regulations.
- Formulate and Review Policies, Legislative Frameworks and Regulations relating to poverty eradication, and social protection.
- Draft Bilateral Memorandums of Understandings and Agreements.
- Draft Policy briefs and fact sheets on social protection.
- Undertake social protection policy analysis and reviews.
- Attend bilateral and Joint Commission of Cooperation's meetings and negotiations.
- Conduct regular stakeholder consultations on implementation of poverty eradication and social protection policies and legal frameworks.
- Prepared Cabinet Submissions and Information Memorandums.
- Responsible for planning, organising, and leading of the division and staff members.
- Carry out any other function that may be assigned by the immediate supervisor.

Enquiries: Mr. Fillimon Shiimi 061-435 5136 OR Ms Ester Shindinge at 061-2833170

DIRECTORATE: POLICY, PLANNING AND RESEARCH**DIVISION: POLICY AND PLANNING****SUBDIVISION: POLICY**

Post designation	:	Policy Analyst Grade 7
2xPosts	:	Windhoek
Scale of salary	:	N\$277,264 – N\$331,358
Salary Notch	:	N\$277,264
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10,512.00 per annum

Minimum requirement: An appropriate Degree on NQF L7 plus 3 years' appropriate experience.

Enquiries: Mr. Fillimon Shiimi 061-435 5136 OR Ms Ester Shindinge at 061-2833170

DIRECTORATE: ADMINISTRATION AND GENERAL SERVICES**DIVISION: GENERAL SERVICES****SUBDIVISION: AUXILIARY SERVICES (Registry)**

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Head Office (Windhoek)
Scale of salary	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10,512.00 per annum

Minimum requirement: An appropriate National Diploma or Equivalent qualification on NQF Level 6 plus 6 years appropriate working experience in Records Management

Key responsibilities:

- Supervise staff members in the Main Registry of the MGEPEWS
- Ensure all documents are reference and filed accurately and timorously
- Ensure full implementation of the Electronic Documents and Records Management System in the Ministry

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- Train staff members on the use of filing system and ensure that they are acquainted with the Main Series of the filing system
- Ensure that any proposed alterations/ additions to the filing system are submitted to the official in charge in order to obtain approval thereof from the National Archives
- Monitor the practical application of the filing system and bring about the necessary changes when necessary
- Review the File Plan periodically as per the National Archives Act No: 12 of 1992
- Formulate and monitor annual Operational Plans for the Section.
- Implement the Performance Management System by developing, signing, reviewing and appraising staff Performance Agreements.

NB: Candidates with disabilities and from the Marginalized Communities who meet the requirements are strongly encouraged to apply.

Enquiries: Mr. Johannes Kaushungwa Embula 061-283 3148 OR Ms Ester Shindinge at 061-2833170

**DIRECTORATE: COMMUNITY DEVELOPMENT AND POVERTY ERADICATION
PROGRAMMES**

DIVISION: DISABILITY AFFAIRS (Kavango west Region)

SUBDIVISION: DISABILITY ADVISORY SERVICES

SECTIONS: KAVANGO WEST REGION

Post Designation	:	Senior Community Liaison Officer Grade 8
1xPost	:	Nkurenkuru (Kavango West Region)
Scale of salary	:	N\$227,453 – N\$271,828
Salary Notch	:	N\$227,453
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10,512.00 per annum

Minimum Requirement: A National Diploma or equivalent qualification at NQF Level 6 plus five (5) years appropriate experience.

Additional requirement: Computer literate.

Key Responsibilities:

- Develop work plans for the financial year
- Prepare budget for the Division in the Region
- Ensure the development of performance agreements, performance reviews and appraisal of direct reports.
- Initiate visits to constituencies in collaboration with the community Liaison Officer for community awareness meetings and home visits.
- Coordinate the celebration of National days and International day on disability in the region
- Facilitate awareness raising activities at regional, constituency and community level
- Facilitate the establishment of the Regional networking forum in line with the guideline
- Facilitate the establishment of the constituency networking forum in collaboration with the constituency
- Identify students with disability at regional and constituency level who qualify and need student support
- Conduct assessment of the students to determine funding needs
- Ensure the Identification of persons with disability and manage case management forms
- Mobilize Persons with disability to participate in income generation activities
- Advocate for capacity building of project implementations

NB: Candidates with disability are strongly encouraged to apply.

Enquiries: Ms. Mercy Kufuna: Tel no. 061-4315008 Or Ms Ester Shindinge Tel no: 2833170

Applicants must be Namibian citizens. Application forms, obtainable from all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Id. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation and 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 necessary documents, including confirmation of probation letter will disqualify the application. Only short-listed candidates will be contacted and no application forms and documents will be returned. Application forms should be hand-delivered or addressed to:

**The Executive Director
Attention: Human Resource Management
Ministry of Gender Equality, Poverty Eradication and Social Welfare,
Juvenis Building
Independence Avenue
Private Bag 13359
WINDHOEK**

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: KHOMAS REGION DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH SUBDIVISION: PORT/BORDER HEALTH SERVICES

Post Designation	:	Senior Environmental Health Practitioner Grade 8
4xPosts	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Salary Notch	:	N\$227,453
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: Registration as an Environmental Health Practitioner plus three (3) years' experience as an Environmental Health Practitioner Grade 9 and must have a valid driver's license

All the above applications must be addressed to:

**The Regional Director
Khomas Directorate of Health and Social Welfare Services
Private Bag 13322
Windhoek**

Or submit the application at Khomas Regional Office, Human Resource Office

Enquiries: Mr. Simon M. Iivula Tel: 061 203 5051

ZAMBEZI HEALTH DIRECTORATE

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

Post Designation	:	Chief Health Programme Officer Grade 6
1xPost	:	Katima Mulilo Regional Office
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7. Letter of confirmation of probation in the current post must be attached.

Additional Requirements

- Five (5) years working experience as a Registered Nurse of which three (3) years must be in the areas of HIV, TB, Malaria and STIs.
 - Computer literate
 - Experience in engagement with stakeholders.
-

DIVISION: DISTRICT KATIMA MULILO HEALTH AND SOCIAL WELFARE
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: COMMUNITY H/C SIBBINDA

Post Designation	:	Senior Registered Nurse Grade 7
1xPost	:	Sibbinda Health Centre
Salary Scale	:	N\$227,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport	:	N\$8,760 per annum

Minimum Requirement: Registration with Nursing Council of Namibia as a Registered Nurse or Midwifery plus six (6) years appropriate experience. Letter of confirmation of probation must be attached.

Additional Requirements:

- Three (3) years' experience in Primary Health Care.
- Driver's licence will be added advantage.

DIVISION: DISTRICT KATIMA MULILO HEALTH AND SOCIAL WELFARE
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINIC CHOI

Post Designation	:	Driver Grade 12
1xPost	:	Choi Clinic
Salary Scale	:	N\$102, 622 – N\$123,086
Housing Allowance	:	N\$11,832 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum Requirements: Grade10 or equivalent certificate on NQF L2 plus valid code 8 driving licence.

DIVISION: REHABILITATION & SOCIAL WELFARE SERVICES
SUBDIVISION: REHABILITATION SERVICES

Post Designation	:	Senior Physiotherapist Grade 6
1xPost	:	Katima Mulilo (RMT)
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as Physiotherapist with the Allied Health Profession Council of Namibia.

Additional Requirements: Candidate should have three (3) years appropriate experience. Confirmation of probation letter should be attached.

SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation	:	Medical Officer Grade 5
1xPost	:	Katima Mulilo District Hospital
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Motor Vehicle Allowance	:	N\$78,762 per annum

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Fixed Overtime : N\$220,488 per annum

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

SUBDIVISION DISTRICT HOSPITAL KATIMA MULILO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation : Senior Medical Officer 4
1xPost : Katima Mulilo Hospital
Salary Scale : N\$492, 567 – N\$ 517,836
Salary Notch : N\$492,567 per annum
Fixed overtime : N\$239,112 per annum
Motor Vehicle Allowance : N\$102,701 per annum
Housing Benefit : N\$68,188 per annum

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

Additional requirements: Candidate should have approximately three (3) years appropriate experience. Must have a valid Driver's license.

NB: All foreign qualifications must be accompanied by NQA evaluation
Please note: Only shortlisted candidates will be contacted and no personal documents will be returned.

SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO
SECTION: CLEANING SERVICE
SUBSECTION: DOMESTIC SERVICES

Post Designation : Senior Cleaner Grade 14
2xPosts : Katima Mulilo Hospital
Salary Scale : N\$56,322 – N\$73,239
Salary Notch : N\$56,322 per annum
Housing Allowance : N\$8,712 per annum
Transport Allowance : N\$8,760 per annum

Minimum requirements: None

Additional requirements: Candidate should have approximately three (3) years appropriate experience as a Cleaner Grade 15. Confirmation of probation letter as a cleaner must be attached.

DIVISION: DISTRICT HOSPITAL & SOCIAL WELFARE SERVICES
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

Post Designation : Work Hand Grade 14
2xPosts : Katima Mulilo Hospital
Salary Scale : N\$56,322 – N\$73,239
Salary Notch : N\$56,322 per annum
Housing Allowance : N\$ 8,712 per annum
Transport Allowance : N\$ 8,760 per annum

Minimum requirements: None

Additional requirements: Preference will be given to candidates who has worked in Indoor Residual Spraying (IRS) Program. Proof must be attached.

**DIVISION: DISTRICT HOSPITAL & SOCIAL WELFARE SERVICES
SUBSECTION: MORTUARY SERVICES**

Post Designation : Mortuary Assistant Grade 11
1xPost : Katima Mulilo Hospital
Salary Scale : N\$126,654 – N\$151,910
Salary Notch : N\$126,654 per annum
Housing Allowance : N\$11,616 per annum
Transport Allowance : N\$ 8,760 per annum

Minimum requirements: Grade 10 Certificate with 24 points in seven subjects and D symbol in English.

**DIVISION: DISTRICT HOSPITAL & SOCIAL WELFARE SERVICES
SECTION: PATIENT SERVICES**

Post Designation : Porter Grade 14
1xPost : Katima Mulilo Hospital
Salary Scale : N\$56,322 – N\$73,239
Salary Notch : N\$56,322 per annum
Housing Allowance : N\$ 8,712 per annum
Transport Allowance : N\$ 8,760 per annum

Minimum Requirements: Grade 8 (or equivalent) Certificate on NQF Level 1

**DIVISION: DISTRICT HOSPITAL & SOCIAL WELFARE SERVICES
SECTION: LAUNDRY SERVICES**

Post Designation : Sewing/Laundry Attendant Grade 14
1xPost : Katima Mulilo Hospital
Salary Scale : N\$56,322 – N\$73,239
Salary Notch : N\$56,322 per annum
Housing Allowance : N\$ 8,712 per annum
Transport Allowance : N\$ 8,760 per annum

Minimum requirements : A Grade 10 with a minimum of 24 points in seven (7) subjects and an D symbol in English or equivalent qualification on NQF level 2.

Additional Requirements: Candidates should have knowledge in the operation of Sewing and Washing machines. Proof must be attached.

**DIVISION: DISTRICT HOSPITAL & SOCIAL WELFARE SERVICES
SECTION: CATERING SERVICES**

Post Designation : Cook Grade 14
1xPost : Katima Mulilo Hospital
Salary Scale : N\$56,322 – N\$73,239

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

Salary Notch	:	N\$56,322 per annum
Housing Allowance	:	N\$8,712 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirements: A Grade 10 with a minimum of 24 points in seven (7) subjects and a D symbol in English or equivalent qualification on NQF level.

Additional Requirements: Candidates should have knowledge in Hospitality Practices (Food Preparation & Cooking) and Health & Safety Regulations. Proof must be attached.

Application must be made on the Government application form (156043) obtainable at all Government offices and must 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 to be hand delivered at HRM Offices, RMT building or addressed to:

**The Acting Regional Director
Zambezi Health Directorate
Private Bag 1081
Katima Mulilo**

Enquiries: Mr. Richard Likokoto or Ms. Esnard Matongo, Acting Regional Director Chief Health Programme Officer, Tel: 066 – 251400

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

Post Designation	:	Registered Nurse Grade 8
3x Posts	:	1x Amarika Clinic, 1x Uutsathima Clinic, and 1x Onamatanga Clinic
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$17,424.00 per annum
Remoteness Allowance	:	N\$21,000.00 per annum

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

**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE**

Post Designation	:	Registered Nurse Grade 8
1x Post	:	Okatseidhi Clinic
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$17,424.00 per annum
Remoteness Allowance	:	N\$21,000.00 per annum

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

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

Post Designation	:	Registered Nurse Grade 8
1xPost	:	Sheetekela Clinic
Salary Scale	:	N\$227,453 – N\$271,828
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 and Midwife with the Health Professional Council of Namibia.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Grade 6
1xPost	:	Okahao
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$17,424.00 per annum
Fixed Overtime	:	N\$180,840.00 per annum

Minimum requirements: Registration as a Pharmacist with the Health Professional Council of Namibia plus appropriate three (3) years working experience as Pharmacist.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Grade 6
1xPost	:	Tsandi
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$17,424.00 per annum
Fixed Overtime	:	N\$180,840.00 per annum
Remoteness Allowance	:	N\$9,000.00 per annum

Minimum requirements: Registration as a Pharmacist with the Health Professional Council of Namibia plus appropriate three (3) years working experience as Pharmacist.

**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI
SUBDIVISION: MEDICAL SOCIAL WORK**

Post Designation	:	Social Worker Grade 8
1xPost	:	Tsandi
Salary Scale	:	N\$227,453 – N\$271,828
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 Social Worker with the Health Professional Council of Namibia.

**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI
SUBDIVISION: SOCIAL WELFARE SERVICES**

Post Designation	:	Social Worker Grade 8
1x Post	:	Outapi
Salary Scale	:	N\$227,453 – N\$271,828
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 Health Professional Council of Namibia.

**DIVISION: ISTRICT HEALTH & SOCIAL SERVICES; OUTAPI
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES
SECTION: HEALTH CENTRE MAHENENE**

Post Designation	:	Emergency Care Practitioner - Intermediate Grade 10
1x Post	:	Mahenene
Salary Scale	:	N\$151,520 – N\$182,202
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$13,944.00 per annum
Remoteness Allowance	:	N\$13,800.00 per annum

Minimum requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Intermediate) plus a Code C1 driver's license and applicants in the Public Service must attach a confirmation of probation.

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

Post Designation	:	Emergency Care Practitioner - Intermediate Grade 10
1xPost	:	Indira Gandhi
Salary Scale	:	N\$151,520 – N\$182,202
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$13,944.00 per annum
Remoteness Allowance	:	N\$9,000.00 per annum

Minimum requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Intermediate) plus a Code C1 driver's license and applicants in the Public Service must attach a confirmation of probation.

DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: EMPLOYEE WELLNESS

Post Designation	:	Senior Health Programme Officer Grade 7
1xPost	:	Regional Office - Outapi
Salary Scale	:	N\$227,264 – N\$331,358
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$17,424.00 per annum

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

Additional Requirement: Preference will be given to Registered Nurse or Social Worker with three (3) years appropriate experience. Confirmation of probation and the valid driver's license must be attached.

DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: HUMAN RESOURCE DEVELOPMENT

Post Designation	:	Senior Health Programme Officer Grade 7
1xPost	:	Regional Office - Outapi
Salary Scale	:	N\$227,264 – N\$331,358
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$17,424.00 per annum

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

Additional Requirement: Preference will be given to Human Resource Practitioner or Learning and Development Officer with three (3) years appropriate experience. Confirmation of probation and the valid driver's license must be attached.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES
SECTION: HEALTH CENTRE ONESI

Post Designation	:	Senior Pharmacist Assistant Grade 9
1xPost	:	Onesi

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Salary Scale	:	N\$185,920 – N\$222,994
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$13, 944.00 per annum
Remoteness Allowance	:	N\$9,000.00 per annum

Minimum requirements: Registration as Pharmacist with Pharmacy Council of Namibia

**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI
SUBSECTION: PHARMACEUTICAL SERVICES**

Post Designation	:	Pharmacist Grade 7
2xPosts	:	Tsandi
Salary Scale	:	N\$277,264 – N\$331,358
Transport Allowance	:	N\$8,760.00 per annum
Housing Allowance	:	N\$14,520.00 per annum
Fixed Overtime	:	N\$148,352 per annum
Remoteness Allowance	:	N\$9,000.00 per annum

Minimum requirements: Registration as Pharmacist with Pharmacy Council of Namibia

**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI
SUBSECTION: RADIOGRAPHIC SERVICES**

Post Designation	:	Radiographic Assistant Grade 11
1x Post	:	Tsandi
Salary Scale	:	N\$126,654 – N\$151,910
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$13,944.00 per annum
Remoteness Allowance	:	N\$9,000.00 per annum

Minimum requirements: A Grade 12 (or equivalent) Certificate on NQF Level 3 plus registration as Radiography Assistant with Allied Health Professions Council of Namibia

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

Please note: Only shortlisted candidates will be contacted and no personal documents will be returned. **Applicants with foreign obtained qualifications should attach copies of the evaluation of qualifications of NQA.**

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

Forward application to:	Hand delivery
The Regional Director	Hospital Premises, Outapi
Ministry of Health and Social Services	Tsandi Road
Omusati Region	

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DIRECTORATE: KAVANGO EAST REGION

**DIVISION: INTERMEDIATE HOSPITAL RUNDU
SUBDIVISION: PROFESSIONAL SERVICES**

Post Designation	:	Chief Medical Officer Grade 3
1xPost	:	Rundu
Scale of Salary	:	N\$528,193 – N\$560,522
Fixed Overtime	:	N\$265,374 per annum
Housing Benefit	:	N\$131,280 per annum
Motor vehicle allowance MVA		
Capital cost	:	N\$94,178.00 per annum
Running cost	:	N\$29,455.00 per annum
Total MVA allowance	:	N\$123, 633 per annum

Minimum Requirement: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus five (5) years appropriate experience as a Medical Practitioner of which at least 2 years' experience should be in Hospital Administration.

Post Designation	:	Senior Medical Officer Grade 4 (Surgery)
1xPost	:	Rundu
Scale of Salary	:	N\$492,567 – N\$517,836
Fixed Overtime	:	N\$246,286 per annum
Housing Benefit	:	N\$121,560 per annum
Motor vehicle allowance MVA		
Capital cost	:	N\$83,106.00 per annum
Running cost	:	N\$27,811.00 per annum
Total MVA allowance	:	N\$110,917 per annum

Minimum Requirement: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus 3 years appropriate experience as Medical Officer in Surgery Department.

Post Designation	:	Senior Medical Officer Grade 4 (forensic)
1xPost	:	Rundu
Scale of Salary	:	N\$492,567 – N\$517,836
Fixed Overtime	:	N\$246,286 per annum
Housing Benefit	:	N\$121,560 per annum
Motor vehicle allowance MVA		
Capital cost	:	N\$83,106.00 per annum
Running cost	:	N\$27,811.00 per annum
Total MVA allowance	:	N\$110,917 per annum
Forensic allowance	:	N\$67,843 per annum

Minimum Requirement: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus 3 years appropriate experience as Medical Officer.

SECTION: PHARMACEUTICAL SERVICES

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Post Designation	:	Senior Pharmacist Grade 6
2xPosts	:	Rundu
Scale of Salary	:	N\$337, 984 – N\$403,922
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424-00 per annum
Fixed overtime	:	N\$180,840 per annum

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

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

Preference will be given to Namibian Citizens for all positions advertised.

Forward applications to:
The Medical Superintendent
Rundu,Intermediate Hospital

Kavango East Region
Private Bag 2094
Rundu
Or Hand Delivery at Rundu Intermediate Hospital Human Resource Department Office
Number G11
Enquiries: Mr. Elia Alfredo David Tel 066 265 556

DIRECTORATE: OSHANA REGION

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Oshakati
Salary Scale	:	N\$277,264 – N\$331,358
Salary Notch	:	N\$277,264.00 per annum
Transport Allowance	:	N\$10, 512.00 per annum
Housing Allowance	:	N\$17,424.00 per annum

Minimum requirement : Registration as a Registered Nurse with the Health Professional Council of Namibia plus three (3) years working experience.

NB: All foreign qualifications must be accompanied by NQA evaluation. Confirmation for probation as Registered Nurse Grade 8 should be attached.

Enquiries: Ms. Serafina N Mhing (065) 2233153

Address:

**The Regional Director
Oshana Region
Private Bag 5538
Oshakati**

Or Hand deliver at:

**HR Office
Oshana Region
Oshakati**

DIRECTORATE: ERONGO REGION

DIVISION: FAMILY HEALTH SERVICES

Post Designation	:	Senior Health Program Officer Grade 7
1xPost	:	Swakopmund(RMT)
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Bachelor Degree in Nursing Science or equivalent qualification on NQF level 7 plus three (3) years' appropriate experience.

Additional Requirements: Preference will be given to Registered Nurses with experience in Primary Health Care Services. Applicants must have a valid driver's license and must be computer literate.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, SWAKOPMUND
SUBDIVISION: DISTRICT HOSPITAL SWAKOPMUND
SECTION: NURSING SERVICES
SUBSECTION: EYE CARE UNIT**

Post Designation	:	Senior Ophthalmic Clinical Officer Grade 7
1xPost	:	Swakopmund

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as Ophthalmic Clinical Officer plus three years' appropriate experience.

All foreign qualifications must be accompanied by NQA evaluation. Applicants in Public Service must attach their probation confirmation letter.

Application form for Employment, Form 156043, is obtainable at all government offices and must be submitted at Ministry of Health and Social Services, HRM offices, RMT building or addressed to: The Regional Director, Erongo Health Directorate, Private Bag 5004, Swakopmund

Enquiries: Ms. A. Jonas, Director / Ms. F. Ilungu, Senior Human Resource Practitioner, Tel: 064 – 410611/25

OMAHEKE REGIONAL HEALTH DIRECTORATE

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES SUBDIVISION: HEALTH INFORMATION AND RESEARCH

Post Designation	:	Senior Health Programme Officer Grade 7
1x Post	:	Gobabis
Salary scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: An Appropriate B-Degree or equivalent Qualification on NQF 7 plus three (3) years appropriate experience.

Additional Requirements: Preference will be given to candidates with appropriate B. Degree on NQF level 7 or higher in Nursing Science, Health Information Systems and Public Health.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SECTION: HEALTH CENTRE OTJINENE

Post Designation	:	Senior Registered Nurse Grade 7
1xPost	:	Gobabis
Salary scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: An appropriate B. degree or equivalent qualification on NQF level 7 and Registration as a Registered Nurse and Midwife/Accoucheur with the Nursing Council of Namibia plus three (3) years appropriate experience.

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

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

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

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

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

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

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DIVISION: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT SUBDIVISION: HUMAN RESOURCES MANAGEMENT

Post designation	:	Chief Human Resources Practitioner 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: A National Diploma on NQF Level 6 majoring in human resources plus six (6) years appropriate working experience in Human Resources Administration.

Main Duties of the job

- Supervising of subordinates;
- Ensure the alignment of divisional strategic plan to that of the Ministry's strategic plan and other high level Statements;
- Ensure the Development of Affirmative Action plan, implementation and reports thereof;
- Ensure Compliance to all relevant laws and policies applicable in the Public Service;
- Coordinate the development and signing of performance agreements for staff members in the Ministry;
- Advice management and staff members in all HR related matters;
- Oversee the rolling out and operationalisation of Human Capital Management System in the Ministry;
- Ensure the quality check of submissions to the Office of the Prime Minister, Public Service Commission, Attorney-General, Government-Attorney and other key stakeholders;
- Liaise with the Executive Director, Office the Prime Minister, Government Attorney, Social Security Commission, Government Institutions Pension Fund, Trade Unions and other Stakeholders;
- Ensure proper placement and utilization of staff (staff movement);
- Express high level knowledge of the Labour Act and handling of misconduct cases;
- Ability to supervise and coordinate the implementation of the Performance Management System (PMS) across the Ministry and Regional Councils (RC).
- Assist the Ministry and RCs to develop Strategic Plan, Annual Plan and Performance Agreements annually as well as to carry out quarterly reviews and annual appraisals;
- Give advice and support to staff members in Ministry and RCs on critical aspects and facets of Performance Management;
- Assist staff members in the Ministry and RCs in carrying out Business Process Reengineering (BPR) reform initiative;
- Assist the Ministry and RCs to develop, review, update and implement Public Service Charters; and
- Compile reports on PMS implementation across the Ministry and RCs on a quarterly and /or annual basis.

Enquiries: Mr Evans S Maswahu, Tel: 061-297 5268

NOTES TO CANDIDATES:

1. Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
2. **Failure to complete all items or sections of the application form for employment and not attaching the necessary required documents will disqualify the application.**

3. Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms. Applicants outside the Public Service must attach testimonial or confirmation letter of the current employment to their application forms.
4. Emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
5. The prescribed Application form (form 156043 obtainable at all Government Offices, Ministries and Agencies) must be used/completed fully and together with a comprehensive Curriculum Vitae and originally certified copies of educational qualifications and identity document(s) must be submitted to:

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

OR

Hand delivers to:

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

KAVANGO WEST REGIONAL COUNCIL

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: SCHOOLS

Post Designation	:	6 x Head of Department Grade 6
Salary Scale	:	N\$ 337, 984- N\$403, 922
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 plus 6 years teaching experience **Or** An appropriate recognized 3-year non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1- year teaching qualification plus 6 years teaching experience.

Duty Station	:	Specialization
1. Bunya Combined School	:	Commerce Grade 8-11 (Candidate must major in any two of the following subjects: Business Studies, Economics, Entrepreneurship and Accounting).
2. Katwitwi Senior Primary School:	:	Rukwangali Pre-primary to Grade 3
3. Kahenge Combined School	:	Rukwangali Pre-primary to Grade 3
4. Kandjimi Murangi Senior Secondary School	:	Commerce Grade 8 – 12 (Candidate must major in any two the following subjects: Business Studies, Economics, Entrepreneurship or Accounting).
6. Christian Joseph Haiyambo Combined School	:	Social Sciences Grade 8-11 (Candidate must major in the following subjects: History Grade 8-11 or Geography Grade 8-11).
7. Tondoro Combined School	:	Social Sciences Grade 8-11 (Candidate must major in the following subjects: History Grade 8-11 or Geography Grade 8-11).

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (History Grade 8-12)
1x Post	:	Nkurenkuru Regional Office
Scale of Salary	:	N\$337,984 x P- N\$403,922
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirement: An appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience or an appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience.

Supplementary requirement: Candidates must be in possession of a valid Driver's License and Computer Literacy.

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

Post Designation	:	Senior Education Officer Grade 6 (Rukwangali Grade 4-7)
1x Post	:	Nkurenkuru Regional Office
Scale of Salary	:	N\$337,984- N\$403, 922
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirement: An appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience or an appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience

Supplementary requirement: Supplementary requirement: Candidates must be in possession of a valid Driver's License.

**DIVISION: LIFE LONG LEARNING
SUBDIVISION: ADULT AND CONTINUING EDUCATION**

Post Designation	:	Education Officer Grade 8 (Community Learning Development Centre).
1x Post	:	Nkurenkuru District
1x Post	:	Mankumpi District
Scale of Salary	:	N\$227,453 x P- N\$271,828
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirement: An appropriate Degree or Equivalent qualification on NQF Level 8.

Supplementary requirement: An appropriate Degree on NQF Level 8 majoring in Adult Education and Lifelong Learning or Community Development. Candidates should be in possession of a valid Driver's License.

Post Designation	:	Education Officer Grade 8
1x Post	:	Mpungu District
Scale of Salary	:	N\$227,453 x P- N\$271 828
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirement: An appropriate Degree or Equivalent qualification on NQF Level 8.

Supplementary requirement: An appropriate Degree on NQF Level 8 majoring in Adult Education and Lifelong Learning or Community Development. Candidates should be in possession of a valid Driver's License.

**DIVISION: LIFE LONG LEARNING
SECTION: CULTURE AND HERITAGE**

Post Designation	:	Culture Officer Grade 9
1x Post	:	Nkurenkuru Regional Office
Scale of Salary	:	N\$185,920 x P-N\$222,994
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirement: An appropriate National Diploma or equivalent qualification on NQF L6.

Supplementary Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 in Culture Studies / Tourism / Community Development/ Communication and Linguistics / History & Sociology / Education for Development or related fields.

SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Chief Human Resource Practitioner Grade 6
1x Post	:	Nkurenkuru Regional Office
Scale of Salary	:	N\$337,984 x P – N\$403,922
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirement: An appropriate National Diploma majoring in Human Resources on NQF L6 plus 6 years appropriate experience.

Supplementary requirement: Preference will be given to candidates in possession of a Bachelor Degree in Human Resource Management or Public Management at NQF L7 or related fields and a valid Driver's License.

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. 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 **Ministry reserves the right not to fill such posts.**

NB: Please send applications for the Chief Human Resource Practitioner Grade 6 to:

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

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

OR

Hand Deliver at:

Kavango West Regional Council, HR Division Office No: 6, Nkurenkuru Plaza

PLEASE SEND APPLICATIONS ON PRESCRIBED FORMS TO:

THE REGIONAL DIRECTOR
DIRECTORATE OF EDUCATION, ARTS AND CULTURE
SUBDIVISION HUMAN RESOURCE
PRIVATE BAG 6193
NKURENKURU

OR

Hand Delivery: Kavango West Regional Education Office
Nkurenkuru (Matukuchila complex behind Shoprite)
HR Office

KUNENE REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES

DIVISION: ADMINISTRATION

SUBDIVISION: CONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Sesfontein Constituency Office
1x post	:	Khorixas Constituency Office
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10,512.00 per annum
Remoteness Allowance	:	N\$21,000.00 per annum (Sesfontein)

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

Additional requirements: National Diploma or equivalent qualification in Local Government Studies, Economics, Public Management, Public Administration, Business Administration & Project Management and Community Development/Legal related studies

The ideal candidate must have basic knowledge of project management, uniform stock control system, public fleet management, filing system and basic financial management. Candidate should have a drivers licence.

All being equal, Preference will be given to applicants who are proficient in speaking the locally dominant languages. Proficiency in Otjiherero or Khoekhoegowab will be considered an added advantage.

Main duties:

- Work closely with the Regional Councillor responsible for the Constituency.
- Implement, monitor and evaluate annual work plan and produce monthly progress reports.
- Assist the Directorate Planning and Development on issues relating to Decentralized Build-Together Programme.
- Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate Planning and Development Services.
- Ensure the development of an Operational Plan and the implementation thereof.
- Provide monthly reports both to the Regional Councillor responsible for the Constituency and Deputy Director Administration.
- Ensure that stock-taking takes place annually and inventory registers are in existence and updated regularly.
- Organize community meetings on request of the Regional Councillor responsible for the Constituency.
- Ensure minute-taking and submission of CDC minutes to the Regional Council.
- Ensure that all purchases at Constituency Office are done according to the approved procurement procedure.
- Report Information Technology related problems to Information Technology Section.
- Provide support services to the Regional Emergency Management Unit.
- Attend to customer complaints/inputs / suggestions on basic services to relevant service providers.

NB: Only shortlisted candidates will be conducted and no personal documents will be returned.

Enquiries: Mr. Gabes Kavetu /Sendra Nakale @ 065 273950

DIRECTORATE: GENERAL SERVICES

**DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT ADMINISTRATION**

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Fransfontein Settlement Office
Salary Scale	:	N\$337,984 – N\$403, 922
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10,512.00 per annum
Remoteness Allowance	:	N\$9,000.00 per annum

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

Additional requirements: National Diploma in Local Government Studies, Economics ,Public Management, Public Administration, Business Administration, Business Management ,Project Management and Community Development Related studies

The ideal candidate must have basic knowledge of project management, uniform stock control system, public fleet management, filing system and basic financial management. Candidate should have a drivers licence. Candidate with Local Government background are requested to apply. All being equal, Preference will be given to applicants who are proficient in speaking the locally dominant languages. Proficiency in Otjiherero or Khoekhoegowab will be considered an added advantage.

Main duties:

- Coordination of settlement development activities in collaboration with the Settlement Development Committee and the regional Directorate of Planning.
- Oversee the revenue collection and account for all collected fees at settlements.
- Responsible for the provision and management of settlement services such as water supply and refuse removal/ waste management.
- Responsible and supervise minute-taking at Settlement Advisory/Development Committee meetings.
- Report administrative/technical related problems and customer complaints to the Deputy Directors: Administration and Technical Services respectively.
- Coordinate with the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots etc.
- Responsible for the daily supervision of municipal services within settlement areas.
- Ensure proper financial management of the Settlement.
- Ensure safe keeping of all assets / stock of the Council in the Settlement Area.

NB: Only shortlisted candidates will be conducted and no personal documents will be returned.

Enquiries: Mr. Gabes Kavetu /Sendra Nakale @ 065 273950

**DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SECTION: PUBLIC RELATIONS AND MEETINGS**

Post Designation	:	Senior Public Relations Officer Grade 7
1xPost	:	Opuwo
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10,512.00 per annum

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

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

Additional requirements: Preference will be given to candidate with Bachelor Degree in Journalism, Business Information and System or Public Relations and Communication. Prior experience with Media or Public Relations will be an added advantage. Graphic Design abilities, Audio visual production skills, excellent writing, oral presentations, & communication skills will serve as added advantage.

All being equal, Preference will be given to applicants who are proficient in speaking the locally dominant languages. Proficiency in Otjiherero or Khoekhoegowab will be considered an added advantage.

Candidate with basic knowledge of computer software (Microsoft Office) and a driver's licence will served as added advantage.

MAIN DUTIES:

- Assist in the organization of Regional Council and Management Committee meetings.
- Interpret procedures and ensure maintenance of the meetings archive for the Regional Council.
- Draft official statements, press releases or reports for the Regional Council.
- Supervise and direct subordinates within the subdivision.
- Coordinate and disseminate relevant Regional Council information to the public and stakeholders.
- Liaise with line Ministries, Offices, Councillors or private persons.
- Compile, forward and distribute correspondences of Regional Council.
- Promote/ market the image of the Regional Council.
- Coordinate the production of the Regional Council's Annual Report and Newsletter.
- Updating the Regional Councils website.

NB: Only shortlisted candidates will be conducted and no personal documents will be returned.

Enquiries: Mr. Gabes Kavetu /Sendra Nakale @ 065 273950

**KUNENE REGIONAL COUNCIL
SECTION: INTERNAL AUDIT**

Post Designation	:	Internal Auditor Grade 8
1xPost	:	Opuwo
Salary Scale	:	N\$227,453 – N\$271, 828
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10,512.00 per annum

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

Additional requirements:

- Preference will be given to candidates with depth knowledge of Internal Audit Process, understanding of governance, Risk Management, control and business processes in the Public Sector.
- Preference will be given candidates in possession of a valid driver's licence (since the incumbent will be required to travel extensively

Main duties:

- Apply audit standard procedures and techniques to ensure proven audit findings.

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

- Audit various financial and non-financial systems of the Regional Council.
- Conduct audits for the Regional Council.
- Prepare audit reports and submit to the Chief Internal Auditor on time.
- Advise the Chief Internal Auditor regarding any aspect of irregularities.
- Evaluate the adequacy and effectiveness of internal control measures.
- Conduct sensitization sessions for the Regional Council staff members.
- Verify the correctness of financial statements.
- Prepare draft management letters on the basis of audit evidence obtained and submit these to the Chief Regional Officer through the Chief Internal Auditor on or before agreed deadlines.
- Report work progress to the Chief Internal Auditor on a monthly basis.
- Prepare and submit annual work plans and audit programme to the Chief Internal Auditor for recommendations.

NB: Only shortlisted candidates will be conducted and no personal documents will be returned.

Enquiries: Mr. Gabes Kavetu / Litetukeni Udjombala @ 065 273950

**DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT**

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Epupa Constituency Office
1xPost	:	Kamanjab Constituency Office
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$13,944.00 per annum
Transport Allowance	:	N\$10,512.00 per annum
Remoteness Allowance	:	N\$21,000.00 (Epupa)
	:	N\$9,000.00 per annum (Kamanjab)

Minimum requirements: an appropriate diploma or equivalent Qualification at NQF level 6, plus one (1) year appropriate experience.

Or

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

Additional requirements: The ideal candidate must have basic knowledge of project management, uniform stock control system, public fleet management, filing system and basic financial management. Candidate should have a drivers licence.

All being equal, Preference will be given to applicants who are proficient in speaking the locally dominant languages. Proficiency in Otjiherero or Khoekhoegowab will be considered an added advantage.

Main duties:

- Implement relevant Regional Council policies, Rules and Regulations.
- Organize community meetings on the requests of the Control Administrative Officer.
- Supervise subordinates.
- Provide inputs for the compilation of the Constituency Development Committee monthly reports.
- Provide budgetary inputs to the Control Administrative Officer.
- Responsible for minute-taking at Constituency Development Committee meetings on request
- Assist with purchases at Constituency Office.

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- Receive and channel all correspondences timely.
- Responsible for proper filing of official documentation.
- Attend to customer complaints on basic services.
- Responsible for the updating of Constituency office inventory registers.

NB: Only shortlisted candidates will be conducted and no personal documents will be returned.

Enquiries: Mr. Gabes Kavetu /Sendra Nakale @ 065 273950

**DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT ADMINISTRATION**

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Okangwati Settlement Office
1xPost	:	Fransfontein Settlement Office
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$13,944.00 per annum
Transport Allowance	:	N\$10,512.00 per annum
Remoteness Allowance	:	N\$21,000.00 (Okangwati)
	:	N\$9,000.00 per annum (Fransfontein)

Minimum requirements: an appropriate diploma or equivalent Qualification at NQF level 6, plus one (1) year appropriate experience.

Or

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

Additional Requirements: The ideal candidate must have basic knowledge of project management, uniform stock control system, public fleet management, filing system and basic financial management. Candidate should have a drivers licence.

All being equal, Preference will be given to applicants who are proficient in speaking the locally dominant languages. Proficiency in Otjiherero or Khoekhoegowab will be considered an added advantage.

Main duties:

- Provide budgetary inputs to the Control Administrative Officer.
- Responsible for minute-taking at Settlement Advisory Committee meetings.
- Attend to customer complaints on basic services.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots.
- Organize community meetings on instruction of the Chief Control Officer or Settlement Development Committees.
- Serve as the Secretary during the Settlement Development Committee meetings.
- Responsible for the compilation of monthly settlement activity report.
- Responsible for the cleanliness and image of settlement buildings and premises.
- Responsible for the updating of settlement inventory registers and sheets.
- Responsible for the daily supervision of municipal services within settlement areas.

Enquiries: Mr. Gabes Kavetu /Sendra Nakale @ 065 273950

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.

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**

Or hand deliver to:

**Human resource office
Office no: 2
Kunene Regional Council
Mbumbijazo Muharukua Street
Opuwo**

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

Post Designation	:	Chief Hostel Matron Grade 12
1xPost	:	Opuwo Junior Primary School Hostel – (Epupa Circuit)
Salary scale	:	N\$ 102, 622 – N\$123, 086
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: A Grade 10 certificate on NQF Level 2 with 24 points in seven (7) subjects with a D symbol in English or standard 8 Certificate.

Supplementary selection requirements:

- Candidates in possession of Standard 8 Certificate must meet the requirement of F (HG) symbol in English.
- The candidates must have 3-years' experience as Hostel Matron Grade 13 and probation must be confirmed at that level. **(Proof must be attached).**

Post Designation	:	Head of Department Grade 6
7x Posts	:	
Abraham Gariseb PS	:	Junior Primary– (Mol) Khoehoegowab
Outjo Primary School	:	Mathematics & NSHE Grade 4 – 7
Okondaunue CS	:	Mathematics & Natural Science (Life Science/Agriculture/Physical Science) 8 – 9
Otjerunda CS	:	English & Otjiherero Grade 8 – 9
Musaso CS	:	English & Otjiherero Grade 8 – 9
Maarsen Primary School	:	Social Science Grade 4 – 7

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

Putuavanga SS School : History & Geography Grade 8-12 (**Readvertisement**)

Salary scale : N\$337,984 – N\$403,922
Salary Notch : N\$337,984 per annum
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum
Remoteness Incentives : As per the category of the School applied for, if applicable.

Appointment requirements: A recognized 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.

Post Designation : Principal Grade 5
4x Posts : Epembe Primary School, Grade Pre-Primary – Grade 7
: Ovitumbu Primary School, Grade Pre-Primary – Grade 7
: Otjinungua Primary School, Grade Pre-Primary – Grade 7
: Puros Primary School, Grade Pre-Primary – Grade 7

Salary scale : N\$412,001 – N\$492,567
Salary Notch : N\$412,001 per annum
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10, 512 per annum
Remoteness Incentives : As per the category of the School applied for, if applicable.

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

OR

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

Supplementary Selection Requirements: Candidates must ensure that copy of their confirmation of probation in their current position is attached.

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

Originally certified copies of Qualifications, Identity Document (ID), Curriculum Vitae (CV), service certificate/ two testimonials (not older than 2 years) must be attached to the

applications. All foreign qualifications must be accompanied by an evaluation report from Namibia Qualifications Authority (NQA) and academic records/transcripts of their qualifications. In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply.

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

Applications must be send to the following address:

The Regional Director Human Resource Office Kunene Regional Council Directorate of Education, Arts & Culture Private Bag 2007 Khorixas	or	Hand Delivery Directorate of Education, Arts & Culture Human Resource Office Khorixas
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Enquiries : Ms. Kaino N. Itewa & Mr. Johny J. Mapanka, Tel : 067-335000

OMUSATI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: GENERAL SERVICES

SECTION: FINANCIAL MANAGEMENT

Post Designation	:	Chief Accountant Grade 6
1 x post	:	Outapi, Omusati Region
Salary Scale	:	N\$337,984- N\$403,922
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10,512.00 per annum

Appointment requirements: An appropriate Diploma at NQF Level 6 majoring in Accounting

Supplementary requirements: Preference will be given to candidates with an appropriate B-Degree qualification at NQF Level 7 majoring in Accounting plus eight (8) years of experience of which four (4) years must be at the level of a Senior Accountant Grade 7

CIRCUIT: ELIM

Post Designation	:	Principal Grade 5 (Phase: Pre Primary-Grade 9)
1x post	:	Kampelo Combined School
Salary Scale	:	N\$412,001- N\$492,567
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 Primary-Grade 9)
1x post	:	Sion Sheehama Combined School
Salary Scale	:	N\$412,001- N\$492, 567
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: OKALONGO
(Re-advertisement)**

Post Designation	:	Principal Grade 5 (Phase: Pre Primary-Grade 9)
1 x post	:	Oshaaluwata Combined School
Salary Scale	:	N\$412,001- N\$492,567
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 Primary-Grade 9)
1x post	:	Eunda Combined School
Salary Scale	:	N\$412,001- N\$492,567
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: OSHIKUKU
(Re-advertisement)**

Post Designation	:	Principal Grade 5 (Phase: Pre Primary-Grade 9)
1 x post	:	Omagalanga Combined School
Salary Scale	:	N\$412,001- N\$492,567
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
(Re-advertisement)**

Post Designation	:	Principal Grade 5 (Phase: Pre Primary-Grade 7)
1xpost	:	Ongongolwa Primary School
Salary Scale	:	N\$412,001- N\$492,567
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: Grade 1-9)
1xpost	:	Ompakoya Combined School
Salary Scale	:	N\$412,001- N\$492,567
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 Primary-Grade 9)
1xpost	:	Oshitudha Combined School
Salary Scale	:	N\$412,001- N\$492,567
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 Primary-Grade 11)
1xpost	:	Omafa Combined School
Salary Scale	:	N\$412, 001- N\$492,567
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: ANAMULENGE

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase Pre-Grade 3) Mol; Oshindonga
1 x post	:	Anamulenge Primary School
Salary Scale	:	N\$337,984- N\$403,922
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: ELIM

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase Pre-Grade 3) Mol; Oshindonga
1xpost	:	Naango Primary School
Salary Scale	:	N\$337,984- N\$403,922
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: ETAYI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-7)
1 post	:	Dr. Benhard Haufiku Primary School
Salary Scale	:	N\$337,984- N\$403,922
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: ETAYI

Post Designation	:	Head of Department Grade 6 (Languages; English and Oshikwanyama Grade 8-11)
1 x post	:	Pendukeni livula Itana High School
Salary Scale	:	N\$337,984- N\$403 922
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: OGONGO

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase Pre-Grade 3) Mol; Oshindonga
1 x post	:	Onamundindi Combined School
Salary Scale	:	N\$337,984- N\$403,922
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: OKAHAO

Post Designation	:	Head of Department Grade 6 (Social Sciences: History and Geography Grade 8-12)
1 x post	:	Niilo Taapopi Secondary School
Salary Scale	:	N\$337,984- N\$403,922
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: OKALONGO

Post Designation	:	Head of Department Grade 6 (Social Sciences; History and Geography Grade 8-11)
1 x post	:	Ekundu Combined School
Salary Scale	:	N\$337,984- N\$403,922
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; Candidates must be able to teach Social Studies Grade 4-7

CIRCUIT: OKALONGO

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshikwanyama Grade 4-9)
1 x post	:	Eshakeno Combined School
Salary Scale	:	N\$ 337,984- N\$403,922
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

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

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

CIRCUIT: OKALONGO

Post Designation : Head of Department Grade 6
(Mathematics and Science Grade 4-9)
1 x post : Oneheke Combined School
Salary Scale : N\$337,984- N\$403,922
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: OKALONGO

Post Designation : Head of Department Grade 6
(Languages: English and Oshikwanyama Grade 4-9)
1 x post : Ondeipanda Primary School
Salary Scale : N\$337,984- N\$403,922
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: ONESI

Post Designation : Head of Department Grade 6
(Junior Primary Phase Pre-Grade 3) Mol; Oshindonga
1 x post : Omindamba Combined School
Salary Scale : N\$337,984- N\$403,922
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: ONESI

Post Designation : Head of Department Grade 6
(Junior Primary Phase Pre-Grade 3) Mol; Oshindonga
1 x post : Mupolo Primary School
Salary Scale : N\$337,984- N\$403,922
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: OSHIKUKU

Post Designation : Head of Department Grade 6
(Mathematics and Science Grade 4-11)
1 x post : Mupewa Combined School
Salary Scale : N\$337,984- N\$403,922
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: OSHIKUKU

Post Designation : Head of Department Grade 6
(Junior Primary Phase Pre-Grade 3) Mol; Oshindonga
1 x post : Emvula Combined School
Salary Scale : N\$337,984- N\$403,922
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; Oshindonga
1 x post : Akati Primary School
Salary Scale : N\$337,984- N\$403,922
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
(Languages; English and Oshindonga Grade 4-11)
1 x post : Oukwandongo Combined School
Salary Scale : N\$337,984- N\$403,922
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: TSANDI

Post Designation : Head of Department Grade 6
(Junior Primary Phase Pre-Grade 3) Mol; Oshindonga
1 x post : Oshipeto Combined School
Salary Scale : N\$337,984- N\$403,922
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: TSANDI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 8-11)
1 x post	:	Tsandi Secondary School
Salary Scale	:	N\$337,984-N\$403, 922
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; Preference will be given to candidates who will be able to teach Mathematics, Physics and Chemistry Grade 8-11

CIRCUIT: TSANDI

Post Designation	:	Head of Department Grade 6 (Languages; English and Oshindonga Grade 4-9)
1 x post	:	Omaandi Combined School
Salary Scale	:	N\$337,984- N\$403,922
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: RUACANA

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase Pre-Grade 3) Mol; Oshindonga/Otjiherero
1 x post	:	Uahekua Herunga Primary School
Salary Scale	:	N\$337,984- N\$403,922
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10,512.00 per annum

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

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

OR

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

CIRCUIT: RUACANA

Post Designation : Head of Department Grade 6
(Junior Primary Phase Pre-Grade 3) Mol; Oshindonga
1 x post : Alarki Kaulukei Combined School
Salary Scale : N\$337,984- N\$403,922
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: RUACANA

Post Designation : Head of Department Grade 6
(Mathematics and Science Grade 8-11)
1 x post : IK Tjimuhiva Combined School
Salary Scale : N\$337,984- N\$403,922
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: RUACANA

Post Designation : Head of Department Grade 6
(Languages: English and Oshindonga Grade 8-11)
1 x post : Ombuumbuu Secondary School
Salary Scale : N\$337,984- N\$403,922
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

**The Human Resource Office
Omusati Regional Council
Directorate of Education, Arts and Culture
Private Bag 529
OUTAPI**

OR

**Hand Delivery
Omusati Regional Office Reception**

Enquiries: Ms. Anna Andumba/Ms. Ndiyana Dominikus, Tel: 065-251700

OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE

Post Designation	:	Principal Grade 5 (Re-advertisement)
5xPosts	:	Oshana Secondary School of Computing (Oshakati Circuit) Afoti Combined School (Oshakati Circuit) Omaalala Primary School (Eheke Circuit) Elago Combined School (Eheke Circuit) Omagongati Combined School (Eheke Circuit)
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$17,424-00 per annum
Transport Allowance	:	N\$10,512-00 per annum

Appointment requirement: 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:

- **For Primary Schools:** 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.
- **For the Combined Schools:** 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 Secondary Phase.
- For **Oshana Secondary School of Computing:** candidate must have a professional teaching qualification that would enable him/her to teach at Secondary Phase.
- Candidate must be able to teach one of the subjects offered at the schools

NB:

- **Oshana Secondary School of Computing is a technical school and applicants must be prepared to be subjected to a computer practical test.**
- Candidates must ensure that copy of confirmation of probation in their current position is attached
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/ transcript of their qualifications.
- Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

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

Human Resource Office	or	Hand Delivery
Oshana Regional Council		Directorate of Education, Arts & Culture
Directorate of Education, Arts & Culture		Human Resource Office
Private Bag 5518		906 Sam Nuyoma Road

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

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

Post Designation	:	Principal Grade 5
1xPost	:	Shapwa Primary School (Ompundja Circuit)
Salary Scale	:	N\$412,001 – N\$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.

NB:

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

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

Human Resource Office	or	Hand Delivery
Oshana Regional Council		Directorate of Education, Arts & Culture
Directorate of Education, Arts & Culture		Human Resource Office
Private Bag 5518		906 Sam Nuyoma Road
OSHAKATI		Old Complex (Oshakati Town Council)

Enquiries: Esther T. Nakapolo / Klaudia T. Shindondola, Tel: 065-229800

Post Designation	:	Principal Grade 5
1 x Post	:	Mulongeni Primary School (Ompundja Circuit)
Salary Scale	:	N\$412,001 – N\$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

NB:

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

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

Human Resource Office	or	Hand Delivery
Oshana Regional Council		Directorate of Education, Arts & Culture
Directorate of Education, Arts & Culture		Human Resource Office
Private Bag 5518		906 Sam Nuyoma Road
OSHAKATI		Old Complex (Oshakati Town Council)

Enquiries: Esther T. Nakapolo / Klaudia T. Shindondola, Tel: 065-229800

Post Designation	:	Principal Grade 5
1xPost	:	Ekwafo Secondary School (Ompundja Circuit)
Salary Scale	:	N\$412,001 – N\$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 Secondary Phase

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:

<p>Human Resource Office Oshana Regional Council Directorate of Education, Arts & Culture Private Bag 5518 OSHAKATI</p>	or	<p>Hand Delivery Directorate of Education, Arts & Culture Human Resource Office 906 Sam Nuyoma Road Old Complex (Oshakati Town Council)</p>
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Enquiries: Kaarina L. Iiyenda/ Klaudia T. Shindondola, **Tel:** 065-229800

Post Designation	:	Head of Department Grade 6 Languages: (English and Oshindonga Grade 8-9)
1xPost	:	Kupila Combined School (Eheke Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$17,424-00 per annum
Transport Allowance	:	N\$10,512-00 per annum
Duty Station	:	

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (6) years teaching experience

OR

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

Supplementary Requirements: Candidate must be able to supervise English & Oshindonga Grade 4-7

NB:

- Candidates must ensure that copy of confirmation of probation in their current position is attached, if applicable
- 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 156043 and health questionnaire form 156094 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:

<p>Human Resource Office Oshana Regional Council Directorate of Education, Arts & Culture Private Bag 5518 OSHAKATI</p>	or	<p>Hand Delivery Directorate of Education, Arts & Culture Human Resource Office 906 Sam Nuuyoma Road Old Complex (Oshakati Town Council)</p>
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PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

Enquiries: Klaudia T. Shindondola/ Esther T. Nakapolo, Tel: 065-229800

Post Designation	:	Head of Department Grade 6 Mathematics and Physical Science Grade 8-9)
1xPost	:	Enguwantale Combined School (Ompundja Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
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 six (6) years teaching experience

OR

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

Supplementary Requirements: Candidate must be able to supervise Mathematics and Integrated Natural science Grade 4-7

NB:

- Candidates must ensure that copy of confirmation of probation in their current position is attached, if applicable
- 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 156043 and health questionnaire form 156094 together with comprehensive curriculum vitae and all relevant certified copies of all educational / academic qualifications and the proof of Namibian citizenship must be addressed to:

Human Resource Office	or	Hand Delivery
Oshana Regional Council		Directorate of Education, Arts & Culture
Directorate of Education, Arts & Culture		Human Resource Office
Private Bag 5518		906 Sam Nuuyoma Road
OSHAKATI		Old Complex (Oshakati Town Council)

Enquiries: Klaudia T. Shindondola/ Esther T Nakapolo, Tel: 065-229800

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE SUBDIVISION: PLANNING AND DEVELOPMENT

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Otjiwarongo
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience **OR** An appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience.

Supplementary requirements: Candidates must possess a Degree in the field of Planning, Economics, Mathematics or Statistics. Computer Literacy will be added advantage.

Post Designation	:	Principal Grade 5 (Pre-Primary – Grade 7)
1xPost	:	Makalani Primary School
Salary Scale	:	N\$412,001 – N\$492,567
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 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: Candidate must have a professional teaching qualification that would enable him / her to teach at Primary Phase.

Post Designation	:	Principal Grade 5 (Pre-Primary – Grade 11)
1xPost	:	Okondjatu Combined School
Salary Scale	:	N\$412,001 – N\$492,567
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 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: Candidate must have a professional teaching qualification that would enable him / her to teach at Primary Phase or at Secondary Phase.

Post Designation	:	Head of Department Grade 6 Languages – English and Otjiherero Grade 8-11
1xPost	:	Coblentz Combined School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Post Designation	:	Head of Department Grade 6 Mathematics and Science (Natural Science & Health Education) Grade 4-7
1xPost	:	Wilhelm Nortier Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

Post Designation	:	Head of Department Grade 6 Junior Primary: Pre-Primary – Grade 3
1x Post	:	Omulunga Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

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

Post Designation	:	Head of Department Grade 6 Social Sciences (History and Geography) Grade 8-12
1x Post	:	Otjiwarongo Secondary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

Post Designation : Head of Department Grade 6
Mathematics and Sciences Grade 8-12
1x Post : Otjiwarongo Secondary School
Salary Scale : N\$ 337,984 – N\$403,922
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Supplementary Requirements: Candidate must have a combination a combination of Mathematics & Physical Science Grade 8-9 and Physics & Chemistry Grade 10-12.

Post Designation : Head of Department Grade 6
Social Sciences Grade 4-7
1x Post : Rogate Primary School
Salary Scale : N\$337,984 – N\$403,922
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Post Designation : Head of Department Grade 6
Mathematics and Science
(Natural Science & Health Education) Grade 4-7
1xPost : Osire Primary School
Salary Scale : N\$ 337,984 – N\$403,922
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Post Designation : Head of Department Grade 6

		Languages: English Grade 8-11, and Afrikaans/Oshindonga or Khoekhoegowab Grade 8-11
1xPost	:	Monica Geingos Junior Secondary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

Supplementary Requirements: Candidate must have a tertiary teaching qualification with a combination of English and Afrikaans/ Oshindonga/Khoekhoegowab Grade 8-11.

(Re-advertisement)

Post Designation	:	Head of Department Grade 6 Social Sciences Grade 4-7
1xPost	:	Nau-Aib Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

Post Designation	:	Head of Department Grade 6 Junior Primary: Pre-Primary – Grade 3
1x Post	:	Eden Combined School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

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

Application Procedures:

Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable at all government offices of the Ministry. **Failure to complete part B.11/12 of the**

employment form and all items on the application forms **correctly and not attaching all the necessary documents will disqualify the application.**

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

Applications must be addressed to the following address:

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

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

Enquiries: Mr. Martin. Ilonga / Ms. Hendrina. N. Eliaser, Tel: 067-308000
