



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

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

Enquiries: Mr Mateus Nakwafila

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Department Public Service Management

BPI House, Independence Avenue

PO Box 1117

WINDHOEK

30 April 2024

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

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. D 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).

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)

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

(i) Applications which do not meet the requirements set out in paragraphs 4(a)(i), (ii) and (iii) as well as paragraph 4(b)(i) above, must be returned without further delay to the relevant Office/Ministry/Agency for rectification.

(ii) Applications are scheduled on form ZO/353(1) according to the prescriptions contained in PSSR B.II/II.

(iii) The schedule [form ZO/353(1)] as well as the application form and other relevant documents of all scheduled candidates must be submitted to this department together with the letter of nomination. Full motivation must be provided with regard to the candidates not nominated. The last column on the right-hand side of the schedule [form ZO/353(1)] must be used for this purpose.

General

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

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

6. CLOSING DATE: 30 MAY 2024

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CARDE
NATIONAL COUNCIL
OFFICE OF THE SECRETARY
DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$517,195 – N\$543,728
Salary Notch	:	N\$517,728
Housing Benefits	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,971 (Capital and Running Costs) per annum.

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

Shortlisting Preference: Candidates with experience in Security and risk management will enjoy preference.

Additional Requirement: Applicants must be in possession of Code B Valid Driver's License and it must be attached to the application.

Please note: The appointment of this the job category of Security Operations is subject to compulsory vetting process.

Main Duties:

- To control, maintain monitor, direct and manage the security services Division in the function of –vetting and security clearances, security organization, security administration security maintenance in the Council.
- To develop, review, oversee and evaluate the implementation of the various security directives, manuals and policies in the Council.
- To ensure security programs such as physical security, personnel security, document security, ICT security and security awareness are implemented, enforce, maintained, monitored, evaluated and adhered to.
- To ensure that, security policies and plans in the Council are developed, managed and strictly implemented, enforced and adhered to.
- To investigate the contravention of security directives and advise the Secretary in respect of appropriate steps deems necessary as a result of such investigations.
- To be the Principal security liaison officer of the National Council with other bodies of government.
- To provide expert advice, guidance and support to managers, supervisors and general staff members in the Council

Applications for all positions advertised herein, must be made on the **latest revised Application for Employment Number 156043 and Health Questionnaire Form Number 156094 with a provision of current employer under Section C** which is obtainable at all government Offices/Ministries/Agencies. **Please take note that no any other version will be accepted and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application.**

Candidates employed in the Public Service must attach letter of confirmation of probation. Failure to attach confirmation of probation letter will disqualify the application.

Candidates from **outside the public service** must attach testimonials / certificate of service from former and current employers to proof their experience and current job level. Failure to attach proof experience and current job level will disqualify the application.

All **foreign qualifications** must be submitted with an evaluation of qualification from Namibia Qualification Authority (NQA).

Failure to complete all items on the Application Form for Employment and Health Questionnaire and not attaching all required documents will automatically disqualify the application. Where the information requested in the form is not applicable to you then the word Not applicable or N/A must be indicated on that space.

Application for Employment together with a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; confirmation of probation letter, testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship, and Driver's Licence in case of a position that requires driver's licence must be submitted to the following address:

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

Or hand delivered to:

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

Enquiries: Human Resource Office at Tel: 061-2028073 / 74 / 75

MANAGEMENT CARDE

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT: CIVIL REGISTRATION

DIRECTORATE: NATIONAL CIVIL REGISTRATION

DIVISION: KHOMAS AND OMAHEKE REGIONAL OFFICES

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$517,195 – N\$543,728
Salary Notch	:	N\$492,567
Housing Benefit	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 per annum

Minimum Requirements: An appropriate Bachelor's Degree at NQF Level 7 plus 9 years approximate appropriate experience. Candidates with foreign qualifications should have their qualifications evaluated by the Namibia Qualification Authority.

Appointment to this position will be subjected to security vetting.

Key Performance Areas

- Assist the Director of National Civil Registration in decision making as well as the writing of submission to the office of the Registrar General.
- Approve and sign applications for documents that are ID's, Birth Certificates.
- Record and identify the population i.r.o. population services approving of civil cases.
- Ensure a healthy, smooth end effective administration of the division via the head(s) of region(s).
- Hold periodic or ad hoc meetings in designated regions to improve efficiency.
- Determine the Department's duty roster and leave roster; and determine operational priorities and assign duties to desk officers within the Department's management plan and the officers' schedule duties.
- Supervisor and co-coordinator of the functions and activities of the Department whose main duties are to: Render and administer Laws pertaining to Civil Registration. Administer Laws regarding Births, Marriages and Deaths and Population Identifications.
- Direct day to day daily activities in area of jurisdiction.
- Responsible for personnel matters e.g. Supervision, Transfer, Leave Performance
- Responsible for the statistics of the Regional Office.
- Responsible for the planning and budgeting of the Regional Office.
- Control equipment and devices at the Regional Office.
- Serve as commissioner of oath as prescribed by law.
- Any other duties assigned.

Competencies Required:

- Budget preparation skills
- Project management
- Fraud examination skills & expertise
- Planning and analytical ability
- Presentation and problem solving skills
- Knowledge on how to prepare budgets and project proposals
- Should possess a high level of emotional intelligence and ability to work under pressure
- Should have ability to manage diversity and be community oriented
- Excellent communication and negotiation skills
- Strong administration and coordination skills
- Process re-engineering skills and advance
- Possess valid code BE driving license.

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

Appointment to these positions will be subjected to security vetting.

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

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

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

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

**The Executive Director
Ministry of Home Affairs, Immigration, Safety and Security
Attention: Humana Resource Office
Private Bag 13200
WINDHOEK**

Or hand delivery to:

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

Enquiries: Ms. F.N Shilinge Tel: 0819511011

MANAGEMENT CARDE

OFFICE OF THE AUDITOR-GENERAL DEPARTMENT: REGULARITY AUDIT

Post Designation	:	Deputy Executive Director Grade 2
1x Post	:	Windhoek
Salary Scale	:	N\$600,319- N\$637,063
Motor Vehicle Allowance	:	N\$149,351 (Capital and Running Costs) per annum
Housing Benefit	:	N\$142,104 per annum

An attractive range of additional benefits including a Pension Scheme, Service Bonus and Medical Aid Scheme.

Appointment Requirements:

- An appropriate B Degree at NQF L7 or equivalent qualification
- Chartered Accountant (CA / ACCA)
- Minimum nine (9) years appropriate experience
- A Registered Accountant and Auditor (RAA) and a Registered Assessor with the Public Accountants and Auditors Board (PAAB) with sufficient experience operating at a senior audit management/executive level/training officer.

Key Performance Areas:

- Ensure the establishment of internal structures and programmes to enable the Office to register as a Training Office with PAAB;
 - Play a pivotal role in consultation with relevant stakeholders in establishing appropriate internal structure which is responsive to the professionalization objectives and have value for money.
 - Fulfil the role of Training Officer in terms of the latest PAAB Training Regulations to ensure that the Office produces registered accountants and auditors;
 - To fully partake in the crafting and implementation of the Office of the Auditor-General (OAG) Strategic Plan which is results oriented and aligned to the prescribed standards;
 - To enhance the achievement of the OAG mandate through well-coordinated planning, control, leading and managing the auditing process and ensure auditing of high risk clients is conducted timely and in compliance with set standards;
 - To ensure high quality standards of audit reports that supersede the prescribed minimum standards, contributing to prudent financial management across the country and make significant positive impact to the local economy;
 - To spearhead the implementation of professionalization agenda in the OAG which encompasses the implementation and review of professionalization strategy and policy framework;
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Application Procedure:

- Applicants must be Namibian Citizens
- Candidates reaching the final stage of selection may undergo a vetting process
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA)
- A fully completed application must be made on the prescribed form 156043 and 156093 (obtainable from any Government O/M/A) and should be accompanied by the applicant's- Curriculum vitae with comprehensive details of work related experience and exposure, certified copies of Certificate/s of Service from previous employer/s if any, educational qualifications, good standing letter from professional body and PAAB and identity document
- Applications not complying with the above may be disqualified

Applications for employment must be addressed to:

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

Or be hand delivered at:

**The Office of the Auditor-General
123 Robert Mugabe Avenue
Windhoek**

Enquiries: Ms. Beatrice Mutonga; Tel: 061-2858219_or Ms. Joolokeni Hamunyela, Tel: 061-2858426.

MANAGEMENT CARDE

OTJOZONDJUPA REGIONAL COUNCIL

Post Designation	:	Chief Regional Officer Grade 2 (5 Years Contract)
1x Post	:	Otjiwarongo
Salary Scale	:	N\$600,319- N\$637,063
Motor Vehicle Allowance	:	N\$149,351 (Capital and Running Costs) per annum
Housing Benefit	:	N\$142,104 per annum

Minimum Requirements: A Bachelor Degree (or equivalent qualification) plus nine (9) years consolidated or inter-mix experience in the following fields: Finance, Administration, Human Resources Management, Planning and Development. At least five (5) years at Senior Management level.

Additional Requirements: A Master Degree in Administration, Economics, Development or any related field will be added advantage. The candidate should be well acquainted with legal instruments applicable in administrating Regional Council affairs.

Previous strategic management experience, proven track record for effective team management and result driven leadership.

Eager to encourage creative thinking and innovation and being pro-active, open to changes and new information.

Advance knowledge in MS Office and Professional Accounting Software.

Skills certificate in Senior Management Development Program (SMDP) or MMDP

Responsibilities: The Chief Regional Officer will work closely with Council as overall strategic management executive and as the main link between different line Ministries/Agency and Directorates with in the Region. The ideal candidate will oversee and spearhead the implementation of Strategic Plan, Harambee Plan and translate vision into action.

Main Duties:

- Interacting closely with the Governor, Management Committee and Hon. Councillors.
- Ensure the drawing up of the budget and compilation of the financial reports thereof.
- Advice the Council on policy matters in terms of Finance and Human Resources and Development Planning.
- Will be accountable for development and implementation an economically sustainable performance-driven administration of the Council.
- Take charge and cause Council minutes to be taken and ensure safe keeping of these minutes
- Ensure the economic management and transparent utilization of Council resources.
- Ensure efficient management of resources, rationalization and optimization of service delivery, skills change management.
- Ensure the development and overseeing of the implementation of policies, systems, procedures and standards of the Council.
- Development of annual management plan and report regularly on progress made towards achieving objectives.
- Ensure that the Regional Council's Policies and by-laws are developed and implemented.
- Adhere to and implement/execute the duties of the Accounting Officer as prescribed by the relevant legislations.
- Initiate developmental programmes for the Region in collaboration with Central Government
- Liaise with Central Government, other Regional Councils, Local Authorities and relevant stakeholders.
- Implement, manage and account for all decentralized functions.

- Formulate and implement the strategic direction, operational plans, goals, as well as the performance management of staff.
- Promoting good governance by developing standards and operational procedures.
- Establish ways to find potential investor and source funds to support/financing poverty alleviation in the region

Enquiries: Ms. Thertu T. Shigweda/ Mr Charles K. Toromba **Tel:** 067 303702

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

Post Designation	:	Deputy Director Grade 4 (Re-advertisement)
1x Post	:	Otjiwarongo
Scale Salary	:	N\$517,195 - N\$543,728
Housing Benefit	:	N\$121,560 per annum
Motor Vehicle Allowances	:	N\$110,106 (Capital and Running Costs) per annum

Appointment Requirements: An appropriate B. Degree at NQF Level 7 plus 9 years appropriate experience in Civil Engineering or related field. Applicant must be registered as Professional Engineer/Incorporated Engineer with the Engineering Council of Namibia.

Supplementary Requirements: Registration as Professional Engineer – in Training /Incorporated Engineer - in Training with the Engineering Council of Namibia.

Main Duties:

- Advise on policy matters, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Provide technical input in Directorate and Divisional operational planning ensuring that outcomes support the strategic plan.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plan.
- Provide input for establishing, reviewing and amending national policy, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Co-ordinate regional field investigations to identify needs for infrastructure, existing facilities, population distribution, available resources and conditions of land to produce regional infrastructure plans.
- Identification of staff training needs.
- Facilitate implementation of plans within defined time and resource limits.
- On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets.
- Facilitate Technical Services' Divisional and Sub-divisional operational planning within the framework of the overall strategic and development plan of the Regional Council and the plans of line ministries/offices/departments.
- Participate in the establishment of policies for regional technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Oversee collection of regional infrastructure development needs and combination thereof into a regional infrastructure plan.
- Guide, evaluate and process data on infrastructure needs.
- Writing, planning and designing proposals for GRN or donor funded technical infrastructure projects and programmes
- Oversee establishment and maintenance of an infrastructure database for the region.
- Prepare, recommend, control and account for all technical projects of the Regional Council.
- Verify Payment Certificates in respect of actual performance, output of goods procured or services rendered against the claims and the budget.

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- Monitor and guide improvement on construction, maintenance and minor renovations to infrastructure within the procurement.
- Monitor and guide inspection of infrastructure repaired, rehabilitated or constructed.
- Oversee and supervise the compilation of town planning- and amendment schemes in the region.
- Assess and recommend applications for rezoning for submission to the Minister of Regional and Local Government Housing and Rural Development.
- Oversee that assistance and advice is provided to Settlements with township establishment and determination of title conditions.
- Monitor the conformance of town planning scheme regulations and title conditions.
- Oversee the investigation and present evidence in cases where scheme provisions and title conditions have been infringed upon.
- Decide on procedures for the compilation and safekeeping of development and planning records.
- Ensure adherence to relevant policies and procedures.
- Monitor and evaluate annual work plan and report progress to the Council.

Enquiries: Ms. Welma Guriras/ Mr. Charles K. Toromba Tel: 067 303702

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

Post Designation	:	Deputy Director Grade 4
1x Post	:	Otjiwarongo
Scale Salary	:	N\$517,195 - N\$543,728
Housing Benefit	:	N\$121,560 per annum
Motor Vehicle Allowances	:	N\$110,106 (Capital and Running Costs) per annum

Appointment Requirements: An appropriate B. Degree on NQF L7.

Supplementary Requirements: An appropriate B. Degree at NQF Level 7 plus 9 years appropriate experience. Preference will be given to applicants with recognized qualifications and working experience in any one of the following fields: Urban Planning, Development and Management, and Regional Planning, Physical and Spatial Development and Management, and Project Planning and Management.

Job Description: The Deputy Director, Planning and Development is responsible for overseeing the development, formulation, implementation and administration of the planning and development functions in the region.

Main Duties:

- Facilitate the process of proclamation and the development of the settlement areas.
- Identification of staff training needs
- Assist in the formulation, implementation, Monitoring & Evaluation of strategic plans.
- Initiating feasibility studies of Regional Council Capital Projects.
- Implement, review and appraise progress of the implementation of the Regional Council Capital Projects and Programmes.
- Liaise with relevant line Ministries and the National Planning Commission Secretariat.
- Interpret and ensure implementation of policy frameworks at Regional and Local Authorities in line with approved legislations.
- Provide technical input in Directorate and Divisional operational planning ensuring that outcome support the strategic plan.
- Responsible for the development and implementation of management plan.
- Review progress against individual and divisional plans and against budgets on a monthly, quarterly and annual basis.

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- Coordinate the planning process and consult the Constituency Development Committees and other development partners in respect of planning and capital projects.
- Provide strategic guidance and leadership on the division.
- Responsible for coordination and implementation of public participation mechanisms and approaches for involving citizens in regional planning.
- Promote local economic development programmes.
- Review regional statistical data and relevant information and provide technical advice to the Regional Council.
- Compile monthly, quarterly, and annual reports of the Division to the Director, Planning and Development Services within the defined time frame.
- Carry out any other official duties assigned from time to time.

Application Procedures:

Applicants must be Namibian citizens.

Interested applicants must complete the revised Public Service application form 156043 (Application for Employment) and Form 156094 (Health Questionnaire), which is obtainable from any Regional Offices or Ministry.

NB: Failure to attach necessary documents (original certified) and complete part B.11 of the employment form and all items on the application forms correctly will disqualify your application. The testimonial from former or current employer or Certificate of Service must be attached to the application (do not submit original documents). All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA). Persons with disabilities are encouraged to apply. Please take note, only shortlisted candidates will be contacted and no documents will be returned. Applications must be addressed to:

**The Chief Regional Officer
Otjozondjupa Regional Council
P O Box 1682
Otjiwarongo
NAMIBIA**

Hand Delivery at:

**Otjozondjupa Regional Council
1st floor, Human Resource Office
22 Henk Wellem Street**

Enquiries: Ms. Welma Guriras/ Mr. Charles K. Toromba Tel: 067 303702

**NATIONAL COUNCIL
OFFICE OF THE SECRETARY**

DIRECTORATE: SPECIALISED SERVICES

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

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

Shortlisting Preference: Candidates with qualifications in either Security Management, Police Science, Correctional Service or Military Science with experience in Security related field will enjoy preference.

Additional Requirement: Applicants must be in possession of Code B Valid Driver's License and it must be attached to the application.

Main Duties:

- Accountable to the Control Administrative Officer (Chief Sergeant-At-Arms) Grade 6 of the National Council;
- Work hand in hand with the staff under the Division Security and Risk Management Services and the Namibia Police Unit attached to the Parliament on security setup and daily security control and other security related matters at National Council;
- Perform parliamentary ceremonial duties during the sittings of the House and any other such occasion.
- Manage all amenities and exits of the House;
- Regular briefings with civilian staff members and uniformed staff;
- Execute instructions by Political heads under the direction of the Secretary;
- Inspect and report all defective equipment in the chamber as well as on the premises of Parliament to the Sergeant-At-Arms;
- Supervise the Sound Controller and Messengers of the Chamber;
- Update and maintain security systems on scheduled program;
- Responsible for maintenance works, and
- Attend the House sittings and perform any other official duty assigned by the supervisor.

Enquiries: Ms. Dorothea Fransman @ Tel. No. 061 – 2028136 or Human Resource Office @ 061-2028073 / 74 / 75

DIRECTORATE GENERAL, RESEARCH AND INFORMATION SERVICES
DIVISION GENERAL SERVICES
SUBDIVISION AUXILIARY SERVICES

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

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

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

Main Duties:

- Type documents and assist with the production of electronic documents.
- Maintain the diary of the Office of the Director.
- Make appointments, reservations and travel arrangements.
- Screen and channel telephone calls and visitors.
- Identify and order office supplies.
- Produce minutes of meetings and other records where so required.
- Maintain electronic and other files of Directorate documents.
- Render administrative and logistical facilitation for the office of the Director.
- Ensure office cleanliness and orderliness.
- Perform any other duties which may be assigned.

Applicants are kindly requested to read the information below which is applicable to all advertised positions for the National Council

Applications for all positions advertised herein, must be made on the **latest revised Application for Employment Number 156043 and Health Questionnaire Form Number 156094 with a provision of current employer under Section C** which is obtainable at all government Offices/Ministries/Agencies. **Please take note that no any other version will be accepted and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application.**

Candidates employed in the Public Service must attach letter of confirmation of probation. Failure to attach confirmation of probation letter will disqualify the application.

Candidates from **outside the public service** must attach testimonials / certificate of service from former and current employers to proof their experience and current job level. Failure to attach proof experience and current job level will disqualify the application.

All **foreign qualifications** must be submitted with an evaluation of qualification from Namibia Qualification Authority (NQA).

Failure to complete all items on the Application Form for Employment and Health Questionnaire and not attaching all required documents will automatically disqualify the application. Where the information requested in the form is not applicable to you then the word not applicable or N/A must be indicated on that space.

Application for Employment together with a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; confirmation of probation letter, testimonials; certificate of service (where necessary) and Identity Document

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/ proof of citizenship, and Driver's Licence in case of a position that requires driver's licence must be submitted to the following address:

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

Or hand delivered to:

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

Enquiries: Ms Jacqueline Steyn @ Tel. No. 061 – 2028071 or Human Resource Office @ 061-2028073 / 74 / 75

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: ADMINISTRATION DIVISION: HUMAN RESOURCES SUB-SECTION: EMPLOYEE WELLNESS

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

Minimum Requirement: An appropriate B-Degree qualification at NQF Level 7 in Human Resources Management plus five (5) years appropriate experience on the level of Human Resource Practitioner Grade 8.

Additional Requirements: Experience in managing employee wellness program will be an added advantage.

Key Performance Areas:

- Monitoring, observing and evaluating the nature/conduct of staff members to create a conducive work environment where their needs are addressed.
 - Responsible for Employee Wellness and Safety, which includes implementation of the employee wellness activities, educating, sharing information and mainstreaming Health Programs as required/planned.
 - Carry out activities related to recruitment and selection process in accordance with prescribed policies and procedures.
 - Responsible for the interpretation of staff rules and regulations to ensure proper application by staff members in the OAG.
 - Provide continuous in-service training, coaching and supervision with a view of empowering subordinates and ensuring a fair distribution and delegation of tasks.
 - Identify performance gaps, determine an effective intervention to address them and ensure high productivity in the subdivision.
 - Deal with Industrial Relations matters, which includes representative in Arbitration/Conciliation hearings, handling of grievances, decision-making and problem solving/conflict resolution.
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DIRECTORATE: ACCRUAL BASED AUDIT

Post Designation	:	Assistant Auditor Grade 8 (Trainee)
2x Posts	:	Windhoek
Salary Scale	:	N\$238,825 (Fixed)

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

Additional Requirements:

- Studying towards a professional course (ACCA/CTA)
- Valid driver's license will be added advantage.
- Previous Financial Audit Experience.

Key Performance Areas:

- Compilation and submission of work plans, the execution of audits and the reporting thereon.
- Verify assigned financial statements and supporting information provided by the Auditees for OAG's annual reports.
- Prepare draft Audit Reports and Management Letters, as required by the supervisor.

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- Keep proper documentation with sufficient and appropriate audit evidence to ensure quality control.
- Document audit evidence, conclusions and recommendations in the Annual Audit File, in accordance with the Audit Standards and methodologies adopted by the OAG.
- Submit the Annual Audit File (audit working papers) to the supervisor on or before agreed target dates.
- Audit, examine and verify Financial Statements and supporting information submitted for audit purposes.

Note:

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

The Assistant Auditor Grade 8 are placed temporarily on a fixed-term contract. The following conditions are attached to the post of Assistant Auditor Grade 8:

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

Application Procedure:

- Applicants must be Namibian Citizens
- Candidates reaching the final stage of selection may undergo a vetting process
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA)
- A fully completed application must be made on the prescribed form 156043 and 156093 (obtainable from any Government O/M/A) and should be accompanied by the applicant's- Curriculum vitae with comprehensive details of work related experience and exposure, certified copies of Certificate/s of Service from previous employer/s if any, educational qualifications, good standing letter from professional body and PAAB and identity document
- Applications not complying with the above may be disqualified

Applications for employment must be addressed to:

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

Or be hand delivered at:

**The Office of the Auditor-General
123 Robert Mugabe Avenue
Windhoek**

Enquiries: Ms. Beatrice Mutonga; Tel: 061-2858219_or Ms. Joolokeni Hamunyela, Tel: 061-2858426.

**MINISTRY OF HEALTH AND SOCIAL SERVICES
DIRECTORATE: ERONGO REGION**

Post Designation	:	Chief Medical Officer Grade 3
1x Post	:	Swakopmund (Regional Office)
Salary Scale	:	N\$554,603 – N\$588,548
Housing Benefits	:	N\$131,280 per annum
Motor Vehicle Benefit	:	N\$123,633 per annum
Fixed Overtime	:	N\$278,643 per annum

Minimum Requirements: Medical Degree and Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus five (5) years appropriate experience of which 3 years must be at supervisory level. Must have a valid Driver's license.

Additional Requirements: Ability to perform autopsy, lifesaving surgical procedures and/or anesthesia. Postgraduate qualification in Public Health, Management of Health Systems or Health related field.

**DIVISION: DISTRICT HOSPITAL SWAKOPMUND
SUBSECTION: MEDICAL SERVICES**

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

Minimum Requirements: Medical Degree and Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus three (3) years appropriate experience. Must have a valid Driver's license.

Additional Requirements: Primary Health Care Management and Family Medicine skills will be added advantages.

**DIVISION: DISTRICT HOSPITAL SWAKOPMUND AND WALVIS BAY
SUBSECTION: MEDICAL SERVICES**

Post Designation	:	Medical Officer Grade 5
7x Posts	:	2x Swakopmund
	:	5x Walvis Bay
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Motor Vehicle Benefits	:	N\$85,063 per annum
Fixed Overtime	:	N\$231,513 per annum

Minimum Requirements: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia. Must have a valid Driver's license.

Additional Requirements: Preference will be given to candidates with three (3) years' experience as a Medical Officer.

**DIVISION: DISTRICT HOSPITAL WALVIS BAY
SUBSECTION: DENTAL SERVICES**

Post Designation	:	Dentist Grade 5
1x Post	:	Walvis Bay
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Motor Vehicle Benefits	:	N\$85,063 per annum
Fixed Overtime	:	N\$231,513 per annum

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

Additional Requirements: Preference will be given to candidates with three (3) years' experience as a Dentist.

**SUBDIVISION: DISTRICT HOSPITAL WALVIS BAY
UNIT: OCCUPATIONAL THERAPY**

Post Designation	:	Occupational Therapist Grade 7
1x Post	:	Walvis Bay
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

**SUBDIVISION: DISTRICT HOSPITAL
SECTION: NURSING SERVICES**

Post Designation	:	Registered Nurse Grade 8
14x Posts	:	3x Swakopmund
	:	1x Henties Bay
	:	4x Walvis Bay
	:	2x Usakos
	:	1x Karibib Health Centre
	:	1x Otjimbingwe Clinic
	:	1x Omaruru
	:	1x Okongue Clinic
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

**DIVISION: DISTRICT HOSPITAL SWAKOPMUND
UNIT: ORTHOPEDIC TECHNICAL SERVICES**

Post Designation	:	Orthopaedic Technologist Grade 8
1x Post	:	Swakopmund
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: Registration as Orthopaedic Technologist with Health Professional Council of Namibia.

SUBDIVISION: DISTRICT HOSPITAL USAKOS
SUBSECTION: PHARMACEUTICAL SERVICES

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

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

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 addressed to:

The Regional Director
Erongo Health Directorate
Private Bag 5004
Swakopmund

Or submitted at:

Ministry of Health and Social Services
HRM offices
RMT building,
Swakopmund

Enquiries: Dr. Anna Jonas / Ms. F Ilungu Tel: 064 –4106111 or Tel: 064-4106000

DIRECTORATE OTJOZONDJUPA REGION

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OKAHANDJA

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

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

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES GROOTFONTEIN

Post Designation : Medical Officer Grade 5
5x Posts : 2x Grootfontein
: 2x Mangetti Dune
: 1x Tsumkwe
Salary Scale : N\$432,601 – N\$517,195

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Motor Vehicle Benefits	:	N\$85,063 per annum
Housing Allowance	:	N\$17,424 per annum
Fixed Overtime	:	N\$231,513 per annum

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

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

Applications should be addressed to:

**The Regional Director
Otjozondjupa Region
Private Bag 2612
Otjiwarongo**

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

ZAMBEZI: HEALTH DIRECTORATE

**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUB-DIVISION: DISTRICT HOSPITAL
SECTION: PROFESSIONAL SERVICES
SUB-SECTION: MEDICAL SERVICES**

Post Designation	:	Medical Officer Grade 5
5x Posts	:	Katima Mulilo District Hospital
Salary Scale	:	N\$432,601 – 517,195
Housing Benefit	:	N\$17,424 per annum
Motor Vehicle Allowances	:	N\$85,063 per annum
Fixed Overtime Allowance	:	N\$231,513 per annum

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

**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUB-DIVISION: DISTRICT HOSPITAL
SECTION: PROFESSIONAL SERVICES
SUB-SECTION: MEDICAL SERVICES**

Post Designation	:	Specialist Grade 4 (Anesthesiologist)
1x Post	:	Katima Mulilo District Hospital
Salary Scale	:	N\$554,063 (P) per annum
Housing Benefit	:	N\$121,369 per annum
Motor Vehicle Allowances	:	N\$110,917 per annum

Minimum Requirements:

- Registration as Specialist with the Medical and Dental Council of Namibia.
 - Three (3) years' experience as Anesthetist.
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SECTION: PROFESSIONAL SERVICES
SUB-SECTION: DENTAL SERVICES

Post Designation	:	Dentist Grade 5
1x Post	:	Katima Mulilo District Hospital
Salary Scale	:	N\$432,601 – N\$517,195
Motor Vehicle Allowance	:	N\$85,063 per annum
Fixed Overtime Allowance	:	N\$231,513 per annum

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

SUBSECTION PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT PHYSIOTHERAPY

Post Designation	:	Physiotherapist Grade 8
1xPost	:	Katima Mulilo District Hospital
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: Registration as Physiotherapist at Allied Health Profession Council Namibia.

DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUB-DIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES

Post Designation	:	Registered Nurse Grade 8
24x Posts	:	2x Bukalo Health Centre 1x Chinchimane Clinic 1x Choi Clinic 1x Ibbu Clinic 2x Impalila Clinic 1x Isize Clinic 1x Itomba Clinic 1x Kanono Clinic 1x Kasheshe Clinic 1x Linyanti Clinic 1x Lusese Clinic 1x Masokotwane Clinic 2x Mbalasinte Clinic 1x Muyako Clinic 1x Ngweze Clinic 1x Sachona Clinic 2x Sangwali Health Centre 1x Schuckmansburg Clinic 1x Sesheke Clinic 1x Sibbinda Health Centre
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Remoteness Allowance attached to each duty station.

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

All foreign qualifications must be accompanied by NQA evaluation.

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

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

Enquiries: Mr. Richard Likokoto or Ms. Esnard Matongo Tel: 066 – 251400
Acting Regional Director or Chief Health Program Officer (HRM)

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

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

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

Minimum Requirements: National Diploma or equivalent qualification (NQF Level 6) plus three (4) years approximate appropriate experience.

Enquiries: Ms. V. Shanghala Tel: 0819510115

REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION SUB-DIVISIONS: REGIONAL OFFICES SECTIONS: SUB-REGIONAL OFFICES

Post Designation	:	Senior Administrative Officer Grade 10
12x Posts	:	2x Posts Khomas Regional Office
	:	1x Post Tsandi Hospital
	:	1x Post Okangwati Sub-Regional Office
	:	1x Post Katima Mulilo Hospital
	:	2x Posts Kavango East Regional Office
	:	1x Post Nyangana Hospital
	:	1x Post Mpungu Hospital
	:	1x Post Aranos Sub-Regional Office
	:	1x Post Otjozondjupa Regional Office
	:	1x Post Oshikuku Hospital
Salary Scale	:	N\$159,505 – N\$191,312
Salary Notch	:	N\$159,505
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

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

Enquiries: Ms. T. Nandango Tel: 0819510113

SUB-DIVISIONS: PROCESSING AND CLASSIFICATION, BIRTHS, MARRIAGES, AND DEATHS

Post Designation	:	Senior Administrative Officer Grade 10
6x Posts	:	Windhoek
Salary Scale	:	N\$159,505 – N\$191,312
Salary Notch	:	N\$159,505

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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 approximate appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate appropriate experience.

Enquiries: Ms. N. Kakuritjire Tel: 0819510110

**DIRECTORATE: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGION**

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification NQF Level six (6) plus six (6) years approximate appropriate experience.

Enquiries: Mr. S. Hashipala Tel: 0819510108

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

Post Designation : Chief Immigration Officer Grade 7
6x Posts : 1x Post Trans-Kalahari Border Post
: 1x Post Mariental
: 1x Post Rundu
: 1x Post Opuwo
: 1x Post Walvis Bay Harbour
: 1x Post Omusati Regional Office
Salary Scale : N\$291,128 – N\$347,926
Salary Notch : N\$291,128
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification NQF Level six (6) plus six (5) years approximate appropriate experience.

Enquiries: Mr. D. Joseph 0819510112, Ms. W. Palanga 0819510114, Ms. T. Nandago Tel: 0819510113

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

Post Designation : Senior Immigration Officer Grade 9
10x Posts : 1x Post Rundu
: 1x Post Sendlingsdrift
: 1x Post Vellorsdrift
: 1x Post Noordoewer
: 1x Post Katwitwi Border Post
: 1x Post Hosea Kutako

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	:	2x Posts Training & Inspection (Windhoek)
	:	2x Posts Mariental
Salary Scale	:	N\$195,216 – N\$234,144
Salary Notch	:	N\$195,216
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 approximate appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate appropriate experience.

Enquiries: Mr. G. Kapukua Tel: 0819510225 and Ms. W. Palanga 0819510114

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: HUMAN RESOURCES AND SUPPORT SERVICES
DIVISION: HUMAN RESOURCES

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

Minimum Requirements: A Bachelor Degree in Human Resources Management on NQF level 7 or an Equivalent qualification majoring in Human Resources plus Six (6) approximate appropriate years of experience.

Enquiries: Ms. M. Shilongo Tel: 0819510116

DIVISION: GENERAL SERVICES
SUB-DIVISION: AUXILLIARY SERVICES
SECTION: PROCUREMENT

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

Minimum Requirements: An appropriate National Diploma at NQF Level 6 or equivalent qualification. Plus appropriate approximate 4 years of experience in auxiliary/general services.

Enquiries: Ms. M. Shilongo Tel: 0819510116

DIVISION: INFORMATION TECHNOLOGY MANAGEMENT
SUB-DIVISION: SYSTEM DEVELOPMENT AND MAINTAINANCE

Post Designation	:	Senior Analyst Programmer Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$291,128 – 347,926 (P)
Salary Notch	:	N\$291,128 per annum

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

Minimum Requirements: An appropriate Bachelor Degree in Programming at (NQF Level 7) plus four (4) years approximate experience in programming.

Additional Requirements: Candidates must have:

- Practical understanding of programming languages, web systems development frameworks (Java, C++, Python, PHP, .net framework)
- An understanding of Microsoft SQL Database, Oracle, MySQL, and Database Management,
- An understanding of software development methodologies
- Full understanding of API development
- Project Management Skills

Enquiries: Ms. M. Shilongo Tel: 0819510116

**DIVISION: INFORMATION TECHNOLOGY MANAGEMENT
SUBDIVISION: CORE INFRASTRUCTURE SERVICES**

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification in Information Technology at (NQF Level 6) plus three (3) years approximate appropriate experience in IT related field.

Enquiries: Ms. M. Shilongo Tel: 0819510116

**DIRECTORATE: REFUGEE ADMINISTRATION
DIVISION: REFUGEE RECEPTIONS AND SETTLEMENT AREAS
SUBDIVISION: ZAMBEZI**

Post Designation : Chief Social Worker Grade 6
1x Post : Zambezi
Salary Scale : N\$354,883 – N\$424,119
Salary Notch : N\$354,883
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: A Bachelor of Arts in Social Work on NQF level 7 and Registration with the Social Work and Psychology of Namibia, plus three (5) years of experience as a Social Worker.

Key Responsibilities:

- Contribute to legislation & policy formulation for care and protection of Refugees and Asylum Seekers
- Interpret national policies and convert into service delivery plan at settlement areas.
- Ensure the development of the regional directorate Annual Work plan and reporting
- Prepare monthly reports for submission to the relevant supervisor
- Ensure correct implementation of legislation, policies and programs
- Organize and facilitate the celebration and commemoration of national and regional days on the rights of children in collaboration with line Ministries and other stakeholders
- Supervise investigations on all statutory and non-statutory work conducted by regional social workers

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- Verify and channel professional/ statutory reports
- Submit statutory reports to appropriate courts
- Provide on-the-job training for staff in accordance with needs identified
- Provide supportive supervision & technical support on all child care services to workers in relation to casework, group work and community work
- Ensure implementation of Performance Management system

Enquiries: Ms. V. Shanghala Tel: 0819510115

**DIRECTORATE: REFUGEE ADMINISTRATION
DIVISION: REFUGEE PROGRAMME MANAGEMENT**

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

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

Enquiries: Ms. V. Shanghala Tel: 0819510115

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

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

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 plus 3 years appropriate experience. **Confirmation of probation is subject to the issuing of a certificate of successful completion of the internal training course by the Permanent Secretary.**

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

Appointment to these positions will be subjected to security vetting.

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

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

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

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

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**The Executive Director
Ministry of Home Affairs, Immigration, Safety and Security
Attention: Humana Resource Office
Private Bag 13200
WINDHOEK**

Or hand delivery to:

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

Enquiries: Ms. M. Shilongo Tel: 0819510116

MINISTRY OF INDUSTRIALISATION AND TRADE

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

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

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

Additional requirement

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

Enquiries: Mr. E. Sinfwa, Tel no: 061 – 283 7367; Ms. M. Mumwoye, Tel no. 061 – 283 7518

DEPARTMENT: TRADE AND COMMERCE

DIRECTORATE: COMMERCE

DIVISION: CONSUMER PROTECTION AND INTERNAL MARKET REGULATION

SUBDIVISION: CONSUMER RIGHTS PROTECTION

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

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 with one or more of the following major subjects: Economics, Business Economics, Accountancy, or Cost Accounting.

Additional requirements: Preference will be given to candidates with A Bachelor Degree in Economics.

Enquiries: Mr. S. Haidula, Tel no: 061 – 283 7239; Ms. M. Mumwoye, Tel no. 061 – 283 7518

DIRECTORATE: GENERAL SERVICES

DIVISION: FINANCE AND ADMINISTRATION

SUBDIVISION: AUXILLIARY SERVICES

SECTION: STORES AND TRANSPORT

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus 1 years appropriate experience or A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

Additional requirements: preference will be given to candidates with experience in Transport/Fleet Management.

Enquiries: Mrs. N. Halweendo, Tel No. 061-283 7206; Ms Oshike Shiimi, Tel No. 061 283 7516

DIRECTORATE: COMMERCE
DIVISION: WEIGHTS, MEASURES AND STANDARDS
SUBDIVISION: COMPETENT AUTHORITY FOR FISH AND FISHERY PRODUCTS

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus 1 years appropriate experience or A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

Additional requirements: preference will be given to candidates with A Bachelor Degree in Commerce or Administration and experience in Office Management.

Enquiries: Mr. Josef Shikongo, Tel No. 061-283 7240; Ms Oshike Shiimi, Tel No. 061 283 7516

DIRECTORATE: GENERAL SERVICES
DIVISION: INFORMATION COMMUNICATION TECHNOLOGY
SUBDIVISION: SYSTEMS ADMINISTRATION AND DATABASE ADMINISTRATOR
SECTION: TECHNICAL SUPPORT AND HELPDESK

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification in Information Technology on NQF L6.

Enquiries: Ms. Selma Shivute, Tel No. 061-283 7407; Ms Oshike Shiimi, Tel No. 061 283 7516

Applications must be accompanied by a probation confirmation letter. Failure to complete all items on the applications form (156043), and not attaching all the necessary certified documents will disqualify the application. Only short-listed candidates will be contacted and no documents will be returned.

Foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached and application (s) forwarded to:

The Executive Director
Ministry of Industrialization and Trade
Private Bag 13340
Windhoek

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Or hand deliver at:

Ministry of Industrialization and Trade
Block A Brendan Simbwaye Sq Goethe Street
2nd floor
Windhoek

ERONGO REGIONAL COUNCIL

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

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

Minimum Requirements: An Appropriate National Diploma or equivalent qualification NQF Level 6 in the field of Public Administration, Public Management or Business Administration, plus 6 years appropriate experience of which three (3) years should be at the level of Chief Administrative Officer Grade 8 level in the Public Sector or equivalent in the Private Sector.

Main Duties:

- Provide advisory & administrative support to the Regional Council.
- Provide leadership and supervision to staff members at the Constituency Office
- Implement, monitor, and evaluate annual work plan and produce monthly progress reports.
- Provide support services in relation to emergency management activities.
- Coordinate development projects at Constituency level and communicate any concern to relevant Offices.
- Submit budget input to the Regional Head Office.
- Ensure minute-taking and submission of CDC & EDRMs to the Regional Council.
- Initiate the procurement of goods and services of the Constituency.
- Ensure safekeeping of all assets/stock in the Constituency Area.
- Any other duties as may be assigned by the supervisor.

To Candidates:

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

Application must be submitted to:

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

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Or Hand delivery at:

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

Enquiries: Ms MJ Nicolao / Ms NM Simasiku Tel: 064-410 5758 or Tel: 064 4105719

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE CIRCUIT: RUNDU CIRCUIT

Post Designation : Head of Department Grade 6
1x Post : Social Sciences (History & Geography Grade 8-11)
Kehemu Secondary Project School
Salary Scale : N\$354,883 - N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Post Designation : Head of Department Grade 6
Mathematics & Science Grade 8-11
1x Post : Kehemu Secondary Project School
Salary Scale : N\$354,883 - N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

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

Post Designation : Head of Department Grade 6
1x Post : Commerce (Accounting, Business Studies
Entrepreneurship, Economics Grade 8-11) Tuhingireni
Secondary Project School
Salary Scale : N\$354,883 - N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Post Designation : Head of Department Grade 6
1x Post : Mathematics & Science Grade 8-11
Tuhingireni Secondary Project School
Salary Scale : N\$354,883 - N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Post Designation : Head of Department Grade 6
Mathematics & Science Grade 8-12
1x Post : Romanus Kamunoko Secondary School
Salary Scale : N\$354,883 - N\$424,119

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

Post Designation : Head of Department Grade 6
Languages (English and Rumanyo/ Rukwangali) Grade 8-11
1x Post : Rundu Project Senior Secondary School
Salary Scale : N\$354,883 - N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Post Designation : Head of Department Grade 6
Social Science (History & Geography) Grade 8-11
1x Post : Rundu Project Senior Secondary School
Salary Scale : N\$354,883 - N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

CIRCUIT: MUKWE CIRCUIT

Post Designation : Head of Department Grade 6
1x Post : Languages (Thimbukushu & English Grade 8-11)
Divundu Secondary School
Salary Scale : N\$354,883 - N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum
RHA : N\$13,800 per annum

CIRCUIT: KANGONGO CIRCUIT

Post Designation : Head of Department Grade 6
1x Post : Mathematics & Science Grade 8-9
Biro Combined School
Salary Scale : N\$354,883 - N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum
RHA : N\$9,000 per annum

CIRCUIT: SHINYUNGWE CIRCUIT

Post Designation : Head of Department Grade 6
1x Post : Mathematics & Science Grade 8-11
Shinyungwe Combined School
Salary Scale : N\$354,883 - N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum
RHA : N\$9,000 per annum

CIRCUIT: NDIYONA CIRCUIT

Post Designation : Head of Department Grade 6
1x Post : Mathematics & Science Grade 8-11
Neyuva Combined School
Salary Scale : N\$354,883 - N\$424,119

Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
RHA	:	N\$13,800 per annum

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

CIRCUIT: RUNDU CIRCUIT

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

CIRCUIT: MUKWE CIRCUIT

Post Designation	:	Principal Grade 5
1x Post	:	Martin Ndumba Secondary School
Salary Scale	:	N\$432,601 - N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
RHA	:	N\$13,800 per annum

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

Supplementary Selection Requirements: A successful candidate must be qualified to teach one of the subjects offered at the school.

Post Designation	:	Principal Grade 5
1x Post	:	Divava Junior Primary School Pre- Primary – Grade 3 (Thimbukushu)
Salary Scale	:	N\$432,601 - N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
RHA	:	N\$13,800 per annum

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

Note:

- Application form for employment must be completed by the applicant in full except where it is not applicable.
- Curriculum Vitae must be attached by all applicants.

- All applicants must attach certified copies of educational certificates and identification documents.
- The Health Questionnaire must be completed in full and attached to the application form for employment.
- Mark with an "X" where appropriate.
- Applicants must use one application form for each position applied for.
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority.

Failure to comply with the above-mentioned requirements will result in immediate disqualification.

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

Applications should be addressed to:

**The Regional Director
Directorate of Education, Arts & Culture
Kavango East Regional Council
Private Bag 2134
Rundu**

Or hand delivery at:

**Kavango East Regional Office
Rundu**

Enquiries: Mr. W.K Ndumba/ Mr. G. Kudumo Tel: 066-2589000

KHOMAS REGIONAL COUNCIL

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

Post Designation	:	Head of Department Grade 6
4x Posts	:	1x Cuba Primary School (Junior Primary Languages Department: English and Oshindonga or Oshikwanyama)
	:	1x Dr. Abraham Iyambo Primary School (Junior Primary Languages Department: English and Khoekhoegowab or Otjiherero)
	:	1x St. Barnabas Primary School (Junior Primary Languages Department: English and Otjiherero)
	:	1x Dordabis Primary School (Junior Primary Languages Department: English and Khoekhoegowab)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

CIRCUIT 2

Post Designation	:	Head of Department Grade 6
2x Posts	:	1x Mandume Primary School (Social Sciences Department [Grade 4-7] [Social Studies and Religious Moral Education will be an added advantage])
	:	1x Olof Palme Platoon School (Junior Primary Languages Phases: English and Afrikaans or Khoekhoegowab or Otjiherero or Oshindonga or Oshikwanyama)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

CIRCUIT 4

Post Designation	:	Head of Department Grade 6
6x Posts	:	1x Orban Primary School (Junior Primary Department: English and Afrikaans)
	:	1x St. Andrews Primary School (Junior Primary Department: English and Afrikaans)
	:	1x Groot Aub Primary School (Junior Primary Department: English and Afrikaans or Khoekhoegowab)
	:	1x CJ Brandt High School (Science Department: Mathematics and Science)
	:	2x Windhoek High School: Languages Department: English and Otjiherero or Oshikwanyama 8 – AS OR Commerce Department: Accounting with Business Studies or Economics 8 – AS)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

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

Additional Selection Requirements:

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

Notes to Candidates:

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

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

Applications must be submitted to the following address:

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

Or deliver by hand at:

**The Registry Office
6th Floor, Dr. Frans Indongo Gardens
WINDHOEK**

KUNENE REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SECTION: HUMAN RESOURCE ADMINISTRATION DIVISION: LIFE LONG LEARNING SECTION: CULTURE AND HERITAGE

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

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

Supplementary Selection Requirements: An appropriate National Diploma or equivalent on NQF level 6 in Culture Studies/ Tourism, Community Development/ Communication and Linguistics, History and Sociology or Education for Development or related fields.

Post Designation	:	Head of Department Grade 6
8x Posts	:	Omuangete PS (Junior Primary – Pre – Grade 3 Mol- Otjiherero
	:	THF. !Gaeb PS (Mathematics & Science Grade 4–7)
	:	Etoto-West PS (Social Studies Grade 4 – 7)
	:	Otjikoko PS (Social Science Grade 4 – 7)
	:	Outjo PS (Social Science Grade 4 – 7)
	:	Kameru CS (Mathematics and Physical Science Grade 8 – 9)
	:	Otuzemba PS (English and Otjiherero Grade 4-7)
	:	Kephas Muzuma CS (Mathematics & Physics/Chemistry/Biology/Agriculture Grade 10 -11)
Salary Scale	:	N\$354,883 - N\$424,119
Salary Notch	:	N\$354, 883 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Incentives	:	As per the duty station applied for if applicable

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

Supplementary Selection Requirements:

- Candidates must ensure that copy of their confirmation of probation in their current position is attached.
- Candidates must have a teaching qualification that would enable him/her to teach at the level they applied for, e.g Junior Primary Phase, Area of Specialization Otjiherero/ English. (Medium of Instruction –Otjiherero)

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**

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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 at:

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

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

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SUBDIVISION: CONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6
2x Posts	:	Eengodi Constituency Office
	:	Tsumeb Constituency Office
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$10,512 per annum

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

Supplementary Requirements: Preferences will be given to candidates with Bachelor's Degree or equivalent qualification at NQF Level 7, plus a valid Driver's license older than one (1) year.

NB: Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic record, ID document, driving license together with comprehensive Curriculum Vitae and copy of the confirmation of probation letter. Candidates with foreign qualification should have their qualifications evaluated by the Namibian Qualifications Authority; otherwise, their applications will be disqualified automatically.

Applications must be addressed or Hand deliver to:

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

Or hand deliver to:

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

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

OTJOZONDJUPA REGIONAL COUNCIL

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

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

Appointment Requirements: National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience.

Supplementary requirements: Preference will be given to candidates with a Bachelor of Business Administration/ Management, Public Administration/ Management/ Logistics and Supply Chain Management/ Business Information System. Candidates must have 8 years' appropriate experience in Administration of which three (3) years must be at Chief Administrative Officer Grade 8. Interested candidates must be in possession of a valid driver's license (Code B). Knowledge of widely spoken languages in the Constituency will serve as an added advantage.

Main Duties:

- Work closely with and advise the Regional Councillor of the Constituency.
- Creates platforms to solicit inputs from Constituency Development Committee (CDC) members on developmental project proposals.
- Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate of Planning.
- Assist in the development of OTRC Strategic and Annual Plans.
- Provide monthly reports to the Constituency Councillor and both the Deputy Directors of Administration and Development Planning.
- Control all Regional Council's movable and immovable assets as appointed Official in Charge of the Stock Control Point
- Appoint Officer in Charge of Stores to keep and manage the Storeroom.
- Ensure that all Office Occupants sign the Responsibility Sheet for offices used by each occupant and for the Boardroom.
- Ensure the update of existence of Inventory Sheets by the Official in Charge of the Main Stock Control Point.
- Update Counter Book, Loan Register and filing copies of all Vouchers.
- Manage the fleet and ensure the reconciliation of transport transactions and produce monthly fleet reports.
- Ensure proper handling of correspondences (incoming/outgoing mail).
- Ensure the implementation of the File Plan and ensure proper filing of correspondences.
- Identify training and staffing needs and resources.
- Organize community meetings on request of the Councillor.
- Ensure minute-taking and submission of Constituency Development Committee (CDC) minutes to both the Deputy Directors of Administration and Development Planning.
- Ensure that all purchases at Constituency Office are done according to the approved procurement procedures.
- Inform IT personnel of any IT related problems.
- Provide support services in relation to Disaster Risk Management activities.
- Attend to customer complaints or inputs or suggestions on service delivery.
- Implement, monitor and evaluate Annual Work Plan and produce monthly progress reports.

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- Submit budget proposals to the Deputy Director Administration.
- Oversee the cleanliness and image of Constituency Office.
- Carry out any other official duties, in line of duty, assigned from time to time, by the Supervisor.

Enquiries: Ms Salome Tuahuku / Mr Charles K. Toromba Tel: 067 303702

**DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUB-DIVISION: CONSTITUENCY SUPPORT
OKAKARARA**

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

Appointment Requirements: National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience.

Supplementary Requirements: Preference will be given to candidates with a Bachelor of Business Administration/ Management, Public Administration/ Management/ Logistics and Supply Chain Management/ Business Information System. Candidates must have 8 years' appropriate experience in Administration of which three (3) years must be at Chief Administrative Officer Grade 8. Interested candidates must be in possession of a valid driver's license (Code B). Knowledge of widely spoken languages in the Constituency will serve as an added advantage.

Main Duties:

- Work closely with and advice the Regional Councillor of the Constituency.
- Creates platforms to solicit inputs from Constituency Development Committee (CDC) members on developmental project proposals.
- Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate of Planning.
- Assist in the development of OTRC Strategic and Annual Plans.
- Provide monthly reports to the Constituency Councillor and both the Deputy Directors of Administration and Development Planning.
- Control all Regional Council's movable and immovable assets as appointed Official in Charge of the Stock Control Point.
- Appoint Officer in Charge of Stores to keep and manage the Storeroom.
- Ensure that all Office Occupants sign the Responsibility Sheet for offices used by each occupant and for the Boardroom.
- Ensure the update of existence of Inventory Sheets by the Official in Charge of the Main Stock Control Point.
- Update Counter Book, Loan Register and filing copies of all Vouchers.
- Manage the fleet and ensure the reconciliation of transport transactions and produce monthly fleet reports.
- Ensure proper handling of correspondences (incoming/outgoing mail).
- Ensure the implementation of the File Plan and ensure proper filing of correspondences.
- Identify training and staffing needs and resources.
- Organize community meetings on request of the Councillor.
- Ensure minute-taking and submission of Constituency Development Committee (CDC) minutes to both the Deputy Directors of Administration and Development Planning.

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- Ensure that all purchases at Constituency Office are done according to the approved procurement procedures.
- Inform IT personnel of any IT related problems.
- Provide support services in relation to Disaster Risk Management activities.
- Attend to customer complaints or inputs or suggestions on service delivery.
- Implement, monitor and evaluate Annual Work Plan and produce monthly progress reports.
- Submit budget proposals to the Deputy Director Administration.
- Oversee the cleanliness and image of Constituency Office.
- Carry out any other official duties, in line of duty, assigned from time to time, by the Supervisor.

Enquiries: Ms Salome Tuahuku / Mr Charles K. Toromba Tel: 067 303702

**DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUB-DIVISION: SETTLEMENT SUPPORT
OKAMATAPATI**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Okamatapati
Salary Scale	:	N\$159,505 – N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum

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

Supplementary Requirements: An appropriate National Diploma in Business Administration or Public Management/Administration or Logistic and Supply Management or Office Administration or Business Information System or equivalent qualification (NQF Level 6) or Grade 12 certificate (NQF Level 3) plus 3 years appropriate experience in Administration and Supply Chain. Applicant should be in possession of a valid driving license.

Main Duties:

- Provide budgetary inputs to the Control Administrative Officer
- Identify staffing needs /resources.
- Identify training needs of subordinates and submit proposals.
- 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 (CDC).
- Serve as the Secretary during the Settlement Development Committee (CDC) meetings
- Responsible for the cleanliness and image of settlement buildings and premises.
- Responsible for the daily supervision of municipal services within settlement areas.
- Authorize the issuing/receipt vouchers and Counter Books.
- Receive and issue stock.
- Update various registers e.g. Loan Register, Main Register etc., Distribution and Counter books.
- Prepare log sheets for assigned Council vehicles.

Enquiries: Ms Salome Tuahuku / Mr Charles K. Toromba Tel: 067 303702

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES
SUBDIVISION: TOWN AND REGIONAL PLANNING
DIVISION: TECHNICAL SERVICES

Post Designation	:	Town Planner Grade 6 (Re-advertisement)
1x Post	:	Otjiwarongo
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: An appropriate B. Degree at NQF Level 7. Applicant must be registered as Town and Regional Planner. Interested candidate must be in a possession of a valid driver's license (Code B).

Supplementary Requirements: Registration as Town and Regional Planner.

Main Duties:

- To assess and determine the urban development needs in the different land use categories in the region.
- To provide professional town planning services to the Council.
- To guide development in terms of structure, growth direction and policies for land use and control.
- To coordinate and perform project management of town planning projects.
- To promote and ensure compliance with Council and National legislation, policies, regulations and procedures on town planning and related urban and rural management concerns.
- To perform miscellaneous town planning work.
- To promote innovation and undertake or commission Research in Town Planning.
- Determine on annual basis the demand for new land development in different land use categories.
- Obtain, collate and interpret existing available information (reports and statistical data such as population growth and projected demand) on land demand and availability.
- Make proposals on suitable land for development based on investigations and observations.
- Compile and submit necessary applications to Council and Government for town planning functions (need and desirability, township establishment, amendment schemes, subdivisions and rezoning)
- Ensure compliance with legal procedures regarding Approvals of cadastral changes; Land registration conditions and conditions of township establishment; Amendment of property rights; need and Desirability applications for new townships; Township establishment and amendment of general plans.
- Liaise with relevant statutory bodies on policy issues pertaining to Town and Regional Planning
- Assist in the interpretation and implementation of policy frameworks at regional level in line with approved legislation.
- Provide technical input in operational planning of the subdivision.
- Implementation of plans within defined time and resource limits.
- Prepare monthly, quarterly and annual work plan of the subdivision.
- Participate in the planning process and consultations with CDCs and Settlement Development Committees in respect of the budget.

- Ensures that consultants and contractors adhere to set standards.
- Prepare layout plans for settlement areas; prepare submissions to NAMPAB and the Townships Board for declaration and proclamation of settlement areas.

- Coordinate the process of identification of growth points and negotiation with relevant stakeholders for settlement development.
- Determine the feasibility of the declaration of settlement areas (needs and desirability studies).
- Prepare PIF's for town planning projects (layout plans, town planning schemes and structure plans).
- Prepare reports on the status of planning in settlement areas for Council.
- Ensure the existence of proper filing system and storage facilities for plans and maps.
- Monitor progress of projects and provide feedback to Deputy Director: Engineering Services.
- Ensure adherence to relevant policies and procedures.

DIRECTORATE: FINANCE & ADMINISTRATION
DIVISION: HUMAN RESOURCES MANAGEMENT

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

Appointment Requirements: A National Diploma majoring in Human Resources on NQF Level 6 plus six (6) years appropriate experience of which three (3) years must be at the level of Senior Human Resources Practitioner Grade 7. Must be computer literate.

Supplementary Requirements: An appropriate Degree majoring in Human Resources Management on NQF Level 7 plus eight (8) years appropriate experience of which four (4) years must be at a level of a Senior Human Resource Practitioner. Preferences will be given to candidates with extensive knowledge of VIP Payroll System (Proof must be attached), Performance Management System (PMS) and well acquainted with Regional Council's operations and set up.

Main Duties:

- Liaise with relevant line Ministries and the Ministry of Finance and the Office of the Prime Minister in particular on Policy issues pertaining to fiscal and personnel decentralization.
- Interpret and ensure implementation of policy frameworks at Regional and Local Authorities in line with approved legislation.
- Ensure communication, coordination and awareness of policies and procedures impacting on decentralization amongst line Ministries, Regional Councils and Local Authorities.
- Facilitate implementation of plans within defined timeframe and limited resources.
- On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets.
- Provide strategic guidance and leadership to the administration of the Regional Council.
- Supervise, control and coordinate the implementation of Regional Councils decisions and programmes.
- Ensure that assessment for institutional review and capacity building are undertaken for the Regional Council.
- Determine staffing needs, evaluate and recommend staff appointment.
- Evaluate and recommend requests for transfers.
- Interview and/or select for appointments/promotion.
- Make proposals on the adjustment of Cabinet/ Public Service Directives.
- Advise on (or assisting with) the compiling of request/proposals.
- Program and coordinate the activities of the HR Office with that of the Council.

- Submit HR policy proposals to the Office of the Prime Minister for consideration and recommendation.
- Assess the staffing needs of the Regional Council and have the necessary establishment proposal drafted for consideration by the Office of the Prime Minister.
- Conduct inspections within the Regional Council to ensure compliance with prescribed staff rules and standards.
- Plan manpower to cater for long- and short-term needs.
- Handle grievances, representations, misconducts and labour related issues.
- Provide counseling and guidance, regarding the maintenance and development of human resources.
- Liaise and consulting directly with the OPM / MURD on all HR administration matters.
- Monitor the disposition of Personnel.
- Budget or controlling of expenditure applicable to HR Offices.
- Determine deviations from current rules and regulations and submit proposals to OPM.
- Interpret and apply: Policies, Cabinet Directives/Delegations, rules and regulations.
- Audit and approve salary advices to Division Finance.
- Responsible for presentation of monthly report to the Deputy Director: Human Resources.
- Assist HRPs with coordination of in-house training for the HR Division.
- Assist the Deputy Director Human Resources Management with the compilation of monthly, quarterly and annual reports of the Regional Council.
- Responsible for day-to-day running / operation of the subdivision HR.
- Monitor and evaluate annual work plan and report progress to the Deputy Director Human Resources Management.
- Monitor and evaluate HR budget.
- Represent the Regional Council on external committees and at workshops, conferences and symposiums.

Application Procedures:

Interested applicants must complete the revised Public Service application form 156043 (Application for Employment) and Form 156094 (Health Questionnaire), which is obtainable from any Regional Offices of the Ministry.

Failure to attach necessary documents (original certified) and complete part B.11 of the employment form and all items on the application forms correctly will disqualify your application. One (1) testimonial from current employer or Certificate of Service must be attached to the application (do not submit original documents). All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA). NB: Persons with disabilities are encouraged to apply. Please take note, only shortlisted candidates will be contacted and no documents will be returned. Applications must be addressed to:

**The Chief Regional Officer
Otjozondjupa Regional Council
P O Box 1682
Otjiwarongo
NAMIBIA**

Hand Delivery at:

**Otjozondjupa Regional Council
1st floor, Human Resource Office
22 Henk Wellem Street**

Enquiries: Ms Salome Tuahuku / Mr Charles K. Toromba Tel: 067 303702