



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

Tel.: (+264 61) 287 3037

Fax: (+264 61) 225 076

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

Enquiries: Mr Mateus Nakwafila

E-mail: Matheus.Nakwafila@opm.gov.na

Department Public Service Management

BPI House, Independence Avenue

PO Box 1117

WINDHOEK

28 JUNE 2023

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

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. F OF 2023

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

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

(a) To Candidates

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

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

(b) To Offices/Ministries/Agencies of Candidates

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

(ii) Representations for retention of services:

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

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

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

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

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

General

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

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

6. CLOSING DATE: 27 JULY 2023

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

MINISTRY OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$492,567 – N\$517 836
Salary Notch	:	N\$492,567
Motor vehicle allowance	:	
Capital Costs	:	N\$76,950.00 per annum
Running Costs	:	N\$25,751.00 per annum
Housing benefit	:	N\$68,188.00 per annum

Minimum Requirements

A B-Degree in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 7 plus 9 years' appropriate experience.

Additional Requirements

Completed police, military, correctional service, or security management basic training. Confirmation of probation is subjected to the successful completion of the Security awareness training for managers by Namibia Central Intelligence Service (NCIS).

Responsibilities

- To organize, direct, coordinate, supervise and control the implementation and maintaining of physical security programs and plans of the ministry's premises.
- To make recommendations to improve physical security maintenance in the Ministry.
- To develop, review, oversee and evaluates the implementation of the various security directives, manuals, and policies.
- Ensure the security programs such as: Physical security, personnel security, document security, ICT security and security awareness are implemented, enforced, maintained, monitored, evaluated, and adhered to.
- To ensure that security policies and plans are developed, managed, and strictly implemented, enforced, and adhered to.
- To investigate the contravention of security directives and advise the Permanent Secretary in respect of appropriate steps deemed necessary as a result of such investigations.
- Support in risk assessment and implementation of appropriate measures to mitigate specific threats, incidents and breaches.
- Provide expert advice, guidance and support to managers, supervisors and general staff members.

Enquiries: Ms Martha Mbombo (Executive Director) at 061-283 3191 OR Mr. Sacky Sheehama at 061-283 3172

DIVISIONS: HARDAP AND KAVANGO WEST REGIONS

Post Designation	:	Deputy Director Grade 4
2x Posts	:	Rundu (Kavango East) and Mariental (Hardap)
Salary Scale	:	N\$492 567 –N\$517 836
Salary Notch	:	N\$492 567
Motor vehicle allowance	:	
Capital Costs	:	N\$76,950.00 per annum

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Running Costs	:	N\$25,751.00 per annum
Total Allowance	:	N\$102,701.00 per annum
Housing benefit	:	N\$68,188.00 per annum

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

Additional Requirements: Five (5) years out of nine (9) years' experience should be served at Grade 6 or 5 (e. g Control Administrative Officer Grade 6, Chief Community Liaison Officer Grade 6, Control Social Worker Grade 5 etc.) as a head of the Subdivision.

The Key responsibilities:

- Supervision of Ministerial staff members in the Region;
- Representing the Ministry at regional level.
- Sensitize community members of region on mandate, activities and services offered by the Ministry;
- Advocate and disseminate information on policies and programs of the Ministry; Manage, safe keeping and proper utilization of the Ministerial movable and immovable properties.
- Compile Regional Ministerial budget in consultation with Head of Directorates.
- Compile Regional Ministerial monthly reports on administrative issues for submission to the Executive Director.
- Represent the Ministry at Regional stakeholder's meetings and forum and serve as the Protocol Officer during National events.
- Approve Ministerial Vehicle trip authorities and transport planners.
- Recommend leave applications for staff members for approval Identify activities for Community Empowerment Centers (CEC's) in conjunction with community and Head Office.
- Approve expenditures on maintenance of community empowerment center (CEC's)
- Attend Regional Tender boards meetings.
- Coordinate all Ministerial programs; monitor and evaluate progress.
- Ensure implementation of Performance Management system at regional level

Enquiries: Ms. Martha Mbombo Tel: 061-2833191 or Mr. Sacky Sheehama Tel: 061-2833172

Applicants must be Namibian citizens. Application forms, Form **156043** obtainable from all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Id. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation and confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

Candidate with disability are encouraged to apply. Only short listed candidates will be contacted and no application forms and documents will be returned. Application forms should be hand-delivered or addressed to:

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

MANAGEMENT CADRE

MINISTRY OF HIGHER EDUCATION, TECHNOLOGY & INNOVATION

DEPARTMENT: DEPARTMENT RESEARCH, INNOVATION AND TRAINING

Post Designation	:	Deputy Executive Director Grade 2
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$571,732 – N\$606,726
Housing Allowance	:	N\$97,282 per annum
Motor Vehicle Allowances	:	N\$138,288 per annum

Minimum Requirements: A B Degree at NQF L7 plus 9 years appropriate experience.

Additional Requirements:

- Candidate should have worked with Tertiary Institutions,
- Candidate should have worked in a managerial position with at least 5 years' experience in Senior Management,
- Knowledge in Technical Vocational Education and Training environment,
- Extensive knowledge to coordinate and direct the policies implementation in STI and TVET
- Understanding the United Nations systems and other multi-lateral organizations eg, AU, SADC, EU etc., and
- Experience with dealing with international and inter-government organizations.

Competitive field: Candidates from outside the Public Service must have experience in related fields on senior management level.

Enquiries: Mrs. Vezemba Kauraisa, Tel: 061 – 4356033/0812944474

DEPARTMENT: DEPARTMENT RESEARCH, INNOVATION AND TRAINING DIRECTORATE: VOCATIONAL EDUCATION AND TRAINING

Post Designation	:	Director Grade 3
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$528,193 – N\$560,522
Salary Notch	:	N\$528,193 per annum
Housing Allowance	:	N\$81,558.00 per annum
Motor Vehicle Allowance	:	N\$114,475 per annum

Minimum Requirements: A B Degree on NQF L7 plus 9 years appropriate experience.

Additional Requirements:

- A relevant Master's Degree on NQF L9 with focus on skills development or Technical Vocational Education including Training Development.
- Experience and expertise in Public Policy Development with sound knowledge and understanding of TVET landscape.
- Adult Education (with focus on skills development) will serve as an added advantage.
- At least nine (9) years relevant experience in TVET.
- Candidate must have proven managerial experience.
- Must have broad knowledge of the Namibian TVET sector, strong research and analytical skills and computer literacy.

Enquiries: Mrs. Vezemba Kauraisa, Tel: 061 – 4356033/0812944474

DIRECTORATE: NAMIBIA NATIONAL COMMISSION FOR UNESCO (NATCOM)

Post Designation	:	Director Grade 3
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$528,193 –N\$560,522
Salary Notch	:	N\$528,193 per annum
Housing Allowance	:	N\$81,558 per annum
Motor Vehicle Allowance	:	N\$114,475 per annum

Minimum Requirement: A B Degree at NQF L7 plus 9 years appropriate experience.

Additional Requirements:

- Excellent communication and writing skills in English, while competence in other UN Languages will be an added advantage;
- Experience and expertise in UNESCO operations, knowledge and experience in Bilateral and Multi-lateral engagements including UN Systems, AU, EU, SADC, etc
- Experience and skills in dealing with international and inter-government organizations (diplomacy & protocol skills)
- At least a Master's Degree in the area of competence of UNESCO (i.e Education/ Science and Communication);
- Advance ICT skills, and
- Experience in international negotiations.

Enquiries: Mrs. Vezemba Kauraisa, Tel: 061 – 4356033/0812944474

DIRECTORATE: VOCATIONAL EDUCATION AND TRAINING DIVISION: TRAINING

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$492,567 – N\$517,836
Salary Notch	:	N\$492,567 per annum
Housing Allowance	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum

Minimum Requirements: A B Degree on NQF L7 plus 9 years appropriate experience.

Additional Requirements:

- A relevant Master's Degree on NQF L9 with experience and expertise in Public Policy Development with sound knowledge and understanding of TVET landscape.
- Adult Education (with focus on skills development) will serve as an added advantage
- At least nine (9) years relevant experience in TVET.
- Candidate must have proven managerial experience.
- Must have broad knowledge of the Namibian Higher Education Sector, with emphasis on TVET, Research and Innovation components
- Analytical skills and computer literacy.

To candidates:

- Applications **must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- Confirmation letter of probation **must** be attached for all Public Servant applicants.
- All foreign Qualifications **must** be evaluated and letters from the Namibia Qualification Authority (NQA) to be attached.
- **Must** Complete a latest revised Application Form for Employment in full, and on any parts of the application form that do not apply to you please indicate as such by writing N/A.

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

“Failure to complete all items on a latest revised application form for employment, attaching evaluation letter of foreign qualification and not attaching necessary documents will disqualify the application”.

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

Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Application must be addressed to:

**The Executive Director
Ministry of Higher Education, Technology & Innovation
Private Bag 13406
WINDHOEK**

Or hand delivery to:

**Human Resource Office 1ST Floor
Office No. 144 B
Government Office Park
Luther Street
Windhoek**

Enquiries: Mrs. Vezemba Kauraisa, Tel: 061 – 4356033/0812944474

MANAGEMENT CARDE

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATE: VISAS, PERMITS, PASSPORT AND CITIZENSHIP
DIVISION: PASSPORT AND CITIZENSHIP

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$492,567 – N\$517,836
Salary Notch	:	N\$492,567 per annum
Housing Allowance	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum

Minimum Requirements: A Bachelor Degree at NQF Level 7 plus 9 years approximate appropriate experience of which five(5) years approximate appropriate experience should have been served at Grade 5 or 6 level.

NB! Interested candidates in the Public service should attach their copy of confirmation of probation letter. Candidates with foreign qualifications should have their qualifications evaluated by the Namibia Qualification Authority otherwise; their applications will be disqualified automatically.

Appointment to these positions will be subject to security vetting.

In terms of the Affirmative Action Plan of the Ministry of Home Affairs, Immigration, Safety and Security, qualifying females and persons with disabilities are encouraged to apply.

NB! Failure to complete all items on the application for employment form (156043) and not attaching all the necessary certified documents will disqualify the application. Foreign qualifications should be accompanied by NQA evaluation. Failure to attach such a proof will lead to disqualification. Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

No late applications will be considered. An application (on form 156043) as well as a comprehensive curriculum vitae and certified copies of education qualifications must be addressed to:

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

Or hand deliver to:

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

Enquiries: Mr. Deon O Scott Tel: 0819510071

MANAGEMENT CARDE
OMUSATI REGIONAL COUNCIL

OFFICE OF THE CHIEF REGIONAL COUNCIL
DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

Post Designation	:	Director Grade 3
1x Post	:	Outapi
Salary Scale	:	N\$528,193 – N\$560,522
Housing Allowance	:	N\$81,558 per annum
Motor Vehicle Allowance	:	N\$114,475 per annum

Minimum Requirements: An appropriate bachelor's degree at NQF Level 7 (or equivalent qualification) in one of the following fields: Development Planning, Environmental Management, Project Management, Regional and Rural Development plus nine (9) years appropriate experience. Five (5) years should have been served at the level of Deputy Director Grade 4 or equivalent level.

Supplementary Requirements: preferences will be given to candidates with Masters Degree in Planning Related Field

Key Performance Areas:

- Supervise, control, and coordinate the implementation of Regional Council Decisions, programmes and plans relating to planning and development.
- Provide leadership and guidance to the Directorate Planning and Development Services
- Compile, control and implement the Directorate Budget (operational and capital), coordinate the statistical activities in the Region.
- Provide advice to the Regional Council on matters pertaining to planning and development.
- Coordinate the planning process and consult the Regional Development Coordinating Committee and other development partners in respect of development planning.
- Oversee the work of the Regional Development Coordinating Committee and Regional Aids Coordinating Committee Secretariat.
- Ensure supervision, communication, coordination, formulation of regional policies and create awareness of policies and procedures impacting on regional development planning, and decentralisation amongst line Ministries.
- Carry out any other duties assigned from time to time.

Women and Persons living with disabilities and meet the requirements are encouraged to apply.

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

Note: No faxed documents will be accepted.

Applications should be addressed to:

The Chief Regional Officer
Omusati Regional Council
Private Bag 523
OUTAPI

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Or hand deliver to:

Omusati Regional Council
ERF 1080, Namaungu Street
OUTAPI

Enquiries: Mr. Modestus Senalye/Ms Hertha Shimuningeni Tel: 065 – 251019

OFFICE OF THE PRESIDENT

DEPARTMENT: STATE HOUSE AND ADMINISTRATION DIRECTORATE: ADMINISTRATION

Post Designation	:	Chief Human Resources Practitioner Grade 6
1x post	:	Windhoek
Salary Scale	:	N\$337,984 – 403,922
Salary Notch	:	N\$337,984 per annum
Transport Allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$13,080 per annum

Minimum Requirements: An appropriate National Diploma (NQF Level 6) or equivalent qualification majoring in Human Resources plus six (6) or more year's appropriate experience in human resources.

Additional Requirements: The candidate must have obtain 8 years' experience, knowledge, understanding and protocol standards of working with Public/Political Office Bearers.

Key Responsibilities:

- To ensure compliance with the current regulations, accepted professional standards, Policies and procedures and legislation.
- Advise and strategize on the development of effective policies and ensuring proper application thereof.
- Manage the execution of the HR strategy and core areas of the HR office including recruitment, employee relations, workforce administration, employee engagement, relocation as well as maintaining and improving HR budget.
- Provide reports on all areas of HR and Learning and Development for best practice and workforce development.
- Take a lead role in the Performance Management System and be conversant in the compilation of AA report.
- Perform supervisory duties with in the subdivision.

Enquiries: Ms. Martha Kabozu **OR** Ms. Kaino Ndatipo Tel 061- 2707111

SUBDIVISION: AUXILIARY SERVICES: SECTION: MAIN REGISTRY

Post Designation	:	Senior Administrative Officer Grade10
1x Post	:	Windhoek
Salary Scale	:	N\$151,910 – N\$182,202
Salary Notch	:	N\$151,910 per annum
Transport Allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$10,464 per annum

Minimum requirements: National Diploma or equivalent qualification (NQF Level 6) plus 5 years appropriate experience. Preferential will be given to candidates with a National Diploma/B degree in Public Administration/Management, Business Administration.

Additional Requirements: Diploma in Archives and record Management, Advanced knowledge in EDRMS and Leadership skills will be served as an advantage.

Enquiries: Ms. Sylvia Shikeenga **or** Ms. Secilia Iifo Tel 061- 2707111

**DIRECTORATE: HOUSEHOLD, MAINTENANCE AND CEREMONIAL SERVICES AND
MOTORCADE: DIVISION: HOUSEHOLD**

Post Designation	:	Chef Grade 12
1x Post	:	Windhoek
Salary Scale	:	N\$102,622 – N\$123,086
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

Minimum Requirements: A Grade 12 or equivalent Certificate NQF L3.

Additional Requirements:

- Proven work experience as Chef
 - Advance knowledge of culinary, baking, and pastry techniques.
 - Leadership skills
 - Ability to remain calm and able to undertake various tasks
 - Excellent time management abilities.
 - Up-to-date knowledge of cooking techniques and recipes.
 - Diploma from a culinary school will be an added advantage.
-

Post Designation	:	Cook Grade 14
1x Post	:	Windhoek
Salary Scale	:	N\$56,322 – N\$73,239
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$8,712 per annum

Minimum Requirements: A Grade 10 or equivalent Certificate on NQF L2

Additional Requirements:

- Knowledge of various cooking procedure and methods (grilling, baking, boiling).
- Ability to work in a team.
- Very good communication skills.
- Certificate from a culinary school will be an added advantage.

NB: Applicants are informed that the positions are subject to vetting.

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

Faxed applications will not be considered.

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

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

The Executive Director
Office of the President
Private Bag 13339
WINDHOEK

For attention: Human Resources Office

Enquiries: Ms. Lina Manyando OR Ms. Selma Mukendwa Tel. 061- 2707111

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OFFICE OF THE PRESIDENT

NATIONAL PLANNING COMMISSION DIRECTORATE OF ADMINISTRATION DIVISION INFORMATION TECHNOLOGY

Post Designation	:	System Administrator Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$251,126 – N\$282,810 (P)
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A Degree in Information Technology on NQF Level 7 **PLUS** two years six months (2yrs/6mths) experience as a System Administrator. **The following will be to the advantage of an applicant and proof of it must be attached to the application:** Network+ or Cisco Certified Network Associate (CCNA), Microsoft Certified Solution Associate (MCSA), Veeam certified

Purpose of the position: The System Administrator Grade 9 is responsible for effective provisioning, installation/configuration, operation and maintenance of systems hardware and software and related infrastructure.

Key Responsibilities: Installs new/rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements; Researches and recommends innovative and, where possible, automated approaches for system administration tasks; Identify approaches that leverage our resources and provide economies of scale; Performs daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes; Applies OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities; Configure/add new services as necessary.

An attractive range of benefits includes pension- and medical aid fund, a transport allowance, a housing/rental allowance (subject to certain conditions) as well as ample vacation- and sick leave.

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

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

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

- Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from this requirement.)
- **Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.**
- **Applications received after the closing date will not be accepted.**

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

The Executive Director
National Planning Commission
Private Bag 13356
WINDHOEK

Or hand deliver to:

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

Enquiries: Mr Wilhelm Shipingana at 061 283-4027

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: ADMINISTRATION DIVISION: FINANCE AND GENERAL SERVICES

Post Designation	:	Chief Accountant Grade 6 (Re-advertised)
1x Post	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Diploma at NQF Level 6 majoring in Accounting, plus six (6) years of experience in the field of Accounting.

Additional Requirements: An appropriate B - Degree qualification at NQF Level 7 majoring in Accounting.

Key Performance Areas:

- Supervise, coordinate, and monitor activities of the Finance Division.
 - Ensure adherence to financial procedures and processes.
 - Assist with the budget formulation.
 - Collect revenue from statutory bodies.
 - Reconcile monthly salary and tax.
 - Submit the report on outstanding commitment on a quarterly basis.
 - Verify monthly suspense accounts reconciliation.
 - Handle internal and external audit queries.
 - Draft submissions in respect of financial matters.
 - Produce annual finance inspection report.
 - Prepare annual financial reports.
 - Manage risks for the Finance Division.
 - Supervise and implement PMS activities within the Division.
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SUB-DIVISION: INTERNAL AUDIT AND RISK MANAGEMENT

Post Designation	:	Internal Auditor Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$277,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A B-Degree in Auditing, Accounting or Commerce on NQF Level 7 (or equivalent qualification), plus three (3) years appropriate experience.

Additional Requirements:

- Qualification in Internal Audit or Risk Management,
- Member of the Institute of Internal Auditor (IIA) and,
- A valid Driver's license will be added advantage.

Key Performance Areas:

- Carry out all internal audit activities as per annual plan in accordance with the Institute of Internal Auditors (IIA)'s standards.
- File and update internal audit evidence and supporting documentation within the established systems.
- Conduct specific internal audit and special investigations within the required time frame.

- Review and evaluate the reliability and integrity of Auditor-General's systems and Operations.
- Reviews policies and procedures to determine whether internal mechanisms are being adhered to and are still relevant.
- Recommend changes to be made to management, in the internal policies and procedures to increase efficiency of operations.
- Follow-up on the recommendations made in the reports and assess the extent of the implementation.
- Prepares comprehensive written reports to the Deputy Auditor-General/Internal Audit Committee on the systems audited or investigated.
- Draft reports to management on findings and recommendations.
- Conducts risk assessments on the Audit Universe and prioritize OAG's risk areas.
- Execute any other duties assigned by the Chief Internal Auditor or any other authorised person.

Application Procedure:

- Applicants must be Namibian Citizens.
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA).
- A fully completed application must be made on the prescribed form 156043 and 156094 (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 and Identity document.
- **Applicants are strictly required to attach their academic records/ transcript to the applications.**
- **Applicants should ensure that the application form is completed fully and appropriately before submission.**
- Applications not complying with the above may be disqualified.
- Shortlisted candidates may be required to undergo Psychometric Test

NB: Racially disadvantaged persons, woman and persons with disabilities who meets the job requirements are encouraged to apply.

Applications for employment must be addressed to:

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

Or hand delivered at:

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

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

MINISTRY OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE

DIRECTORATE: COMMUNITY EMPOWERMENT DIVISION: KUNENE REGION SUBDIVISION: COMMUNITY DEVELOPMENT AND POVERTY ERADICATION

Post Designation	:	Chief Community Liaison Officer Grade 6
1x Post	:	Opuwo
Scale of salary	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984
Housing Allowance	:	N\$13,080.00 per annum
Transport Allowance	:	N\$7,680.00 per annum

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

Additional requirement: Computer literate and a Valid Driver's License Code B.

Key Responsibilities:

- Prepare and implement operation strategy for community based childcare centers/Kindergartens
- Mobilize and strengthen the establishment of operation strategy for community and Early Childhood Development structures.
- Organize and present training for staff and Early Childhood Development stakeholders.
- Approve training and recommend funding for Integrated Early Childhood Development caregivers and communities.
- Train the established Regional and Constituency Integrated Early Childhood Development Committees.
- Identify areas and prepare logistics so that project participations and staff can visit other areas/regions to acquire new skills and knowledge through observation
- Develop the framework for gender database, train subordinates in the use thereof and oversee the capturing of data.
- Head of the Sub-Division Community Development and coordinate and supervise the implementation of Performance Management in the Sub-division throughout the Region (MGEPESW).

Enquiries: Ms. Loide Velishavo: Tel no. 061-2833132 and Ms. Ester Shindinge, Tel no. 061-2833170

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

Enquiries: Ms Ester Shindinge , Tel: 061 283 3170

**DIRECTORATE: COMMUNITY EMPOWERMENT AND POVERTY ERADICATION
PROGRAMMES
DIVISION: EARLY CHILDHOOD DEVELOPMENT**

Post Designation	:	Chief Community Liaison Officer Grade 6
1xPost	:	Head Office (Windhoek)
Scale of salary	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984
Housing Allowance	:	N\$13,080.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Minimum requirement: National Diploma or equivalent qualification on NQF Level 6 **PLUS** 6 years' appropriate experience.

Additional requirements : a Valid Driver's License Code B and computer literacy.

Key Responsibilities:

- Serve as the National Integrated Early Childhood Development (IECD) coordinator and coordinate the implementation of the Integrated Early Childhood Development activities with stakeholders such as
- effective implementation of the IECD Framework
- Strengthening governance coordination within and across key Ministries involved in the IECD framework and building very strong partnerships with civil society, private sector and NGOs.
- Serve as the divisional Monitoring and Evaluation Officer and compile ECD Division reports from all the regions and Annual work plan.
- Render Secretariat services to the National Integrated Early Childhood Development (NIECD) committee by ensuring meetings are scheduled, minute taking and share with the Committee members.
- Prepare and assist with the review of ECD legal documents and ensure legislative frameworks, policies and supportive strategies are in place.
- Identify intervention and management issues on ECD activities implementation, programs and project for improvement.
- Ensure annual ECD data collection and management of the ECD Management Information System (ECD MIS).
- Ensure ECD subsidy for Educators funds are transferred to all 14 regions.
- Ensure donors' funds are utilized accordingly and provide reports.
- Provide and advice the ECD capacity building for the divisional staff members on the ECD component.
- Provide ECD pedagogical services/advice to the regional ECD coordinators (CLOs and ACLOs) and Educators
- Ensure implementation of ECD pedagogical programme at model ECD centers countrywide

Enquiries: Ms. Loide Velishavo, Tel: 061-2833111 or Ms Ester Shindinge Tel: 061-2833170

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

**DIVISION: MARGINALIZED COMMUNITIES
SUBDIVISION: RESOURCE MOBILIZATION**

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Head Office (Windhoek)
Scale of salary	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984
Housing Allowance	:	N\$13,080.00 per annum
Transport Allowance	:	N\$7,680.00 per annum

Minimum requirement: National Diploma or equivalent qualification on NQF Level 6 **PLUS** 6 years' appropriate experience.

Key responsibilities:

- Supervise the use of all the Division allocated fleet and Transport expenditure.
- Prepare transport-related submissions, reports, and accident queries in terms of various legislation and prescription.
- Keep proper records of GRN vehicles and oversee the servicing and maintenance of vehicles assigned to the Division.
- Supervise the safekeeping of all allocated GRN vehicles' keys, spare keys, fuel cards and parts.
- Make sure that all allocated office equipment and machinery are kept in good condition.
- Develop an operational system and keep logbooks to control fuel and movements of vehicles.
- Coordinate the preparation, compilation and submission of **Marginalized Communities Division** development and operational budget.
- Monitor and control utilization of funds in the San Development Account and produce reports regularly.
- Keep data on all aspects of the Marginalized Communities' Programmes and beneficiaries.
- Manage Data collection, entry and analysis for efficient management of Marginalized Communities Programmes and beneficiaries.
- Oversee the preparation of data on the Burial Services rendered and requests, Livelihood Empowerment Programmes/Projects, Special Feeding Programme Beneficiaries, and Learners and Students.
- Engage Stakeholders (Public, Private, Development Partners, Corporate Institutions and Individuals) on behalf of the Ministry in an effort to mobilize resources to support socio-economic development programmes and projects established with the aim to improve the livelihoods of Marginalized Communities
- Prepare formal requests for donations and support from Stakeholders.
- Prepare formal requests to Treasury for redirecting any received resources/donations be in monetary, kind and property terms (movable and immovable) to the designated beneficiaries (MCs).
- Prepare Cabinet Submission to provide update on the donations received by the State on behalf of the MCs or redirected to the beneficiaries.
- Formulate and monitor annual Operational Plans
- Implement the Performance Management System by developing, signing, reviewing and appraising staff Performance Agreements

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

Enquiries: Ms. Rebekka Namwandi, Tel: 061-2833111 or Ms Ester Shindinge Tel: 061-2833170

**DIRECTORATE: COMMUNITY EMPOWERMENT AND POVERTY ERADICATION
PROGRAMMES
DIVISION: MARGINALIZED COMMUNITIES
SUBDIVISION: PROGRAMME DEVELOPMENT (Education support Programme)**

Post Designation	:	Chief Development Planner Grade 6
1xPost	:	Head Office (Windhoek)
Scale of salary	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984
Housing Allowance	:	N\$13,080.00 per annum
Transport Allowance	:	N\$7,680.00 per annum

Minimum requirement: A Bachelor's degree on NQF Level 7 (Social Sciences, Adult Education / Community Development, Business Administration / Public Management)

Key Responsibilities:

- Coordinate the Identification of learners in need of school placement, enrolment, and transportation.
- Coordinate timely Transportation assistance to boarding learners, and provision of Financial Support for learners from the Marginalized Communities when necessary.
- Coordinate the establishment of educational facilities (ECDs, Primary schools and hostel facilities) from the Marginalized Communities.
- Consult stakeholders to financially supporting the Education Support Programme.
- Facilitate the submission of students from Marginalized Communities graduates list to the Ministry of Labour, Industrial Relations and Employment Creation, and Employment Equity Commission to register them into the Namibia Integrated Employment Information System (NIEIS).
- Conduct engagements with the Employment Equity Commission on unemployment of the Marginalized Communities Graduates and other Marginalized Communities for possible recognition as designated group.
- Coordinate the Implementation of Education Support Programmes through provision of financial support to students enrolled at Institutions of Higher Learning.
- Serve as a Liaison Officer between students, the Ministry, and Institutions of Higher Learning.
- Ensure the processing and timely payment of allowances, transportation of learners, accommodation, and tuition fees for students from the Marginalized Communities.
- Coordinate and carry out advocacy, and motivational talks to learners and students from the Marginalized Communities as a motivation and encouragement for them to attend and complete schools.
- Coordinate the placement, enrolment of the learners from Marginalized Communities into schools, and upgrading of points at NAMCOL.
- Coordinate the admission of students at Institutions of Higher Learning and provision of award letters for Institutions of Higher Learning and accommodation facilities.
- Coordinate the approval of Lease Agreements for accommodation of students enrolled at Institutions of Higher Learning.
- Facilitate for obtainment of Legal Inputs from the Attorney General (AG) on any documents regarding education support.

Prepare Cabinet Submissions to provide update on the donations received by the State on behalf of the MCs or redirected to the beneficiaries regarding education support.

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

Enquiries: Ms. Rebekka Namwandi, Tel: 061-2833111 or Ms Ester Shindinge Tel: 061-2833170

DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION
DIVISION: GENDER MAINSTREAMING
SUBDIVISION: WOMEN EMPOWERMENT AND FAMILY DEVELOPMENT

Post designation	:	Chief Development Planner Grade 6
1x Post	:	Head Office, Windhoek
Scale of salary	:	N\$328,139 – N\$392,158
Salary Notch	:	N\$328,139
Housing Allowance	:	N\$13,080.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Minimum Requirement:

A B-Degree or equivalent qualification on NQF Level 7 PLUS 6 years' appropriate experience.

Key Responsibilities:

- Facilitate and promote positive gender issues within the family context
- Facilitate, promote and monitor implementation of women empowerment and family development programmes
- Liaise with regional staff for effective implementation of the National Gender Policy, gender equality programmes/ projects/ activities
- Facilitate and support the implementation of male engagement programmes
- Promote the proper communication of the division with relevant (key) stakeholders at all levels (nationally, regionally and internationally) with regard to family development programmes
- Lobby, advocate and facilitate implementation of gender equality and gender awareness Programmes
- Develop Family Development training toolkit.
- Develop Guideline for Implementation of National Gender Policy (NGP)
- Coordinate and compile National, Monthly, Quarterly and Annual reports on the status of implementation of gender and women empowerment programme
- Ensure that country assessment reports on gender related issues are compiled.
- Provide and compile information/ reports on the implementation of gender programmes/ projects.
- Coordinate implementation of the coordination mechanism for the implementation of the National Gender Policy (National Gender Permanent Task Force, National Implementation Clusters, Regional Gender Permanent Task Force and Constituency Gender Permanent Task Force)

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

Enquiries: Mr. Benson Matali, Tel: 061-2833111 or Ms Ester Shindinge Tel: 061-2833170

DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION
DIVISION: KAVANGO WEST REGION
SUBDIVISION: GENDER EQUALITY AND WOMEN'S EMPOWERMENT

Post Designation	:	Chief Community Liaison Officer Grade 6
1x Post	:	Nkurenkuru, Kavango-West Region
Scale of salary	:	N\$328,139 – N\$392,158
Salary Notch	:	N\$328,139
Housing Allowance	:	N\$13,080.00 per annum
Transport Allowance	:	N\$7,680.00 per annum

PSM CIRCULAR NO. F OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 28 JUNE 2023, CLOSING DATE 27 JULY 2023

Minimum requirement : National Diploma or equivalent qualification on NQF Level 6 **PLUS** 6 years' appropriate experience.

Additional requirements : a Valid Driver's License Code B and computer literacy.

Key Responsibilities

- Coordinate all Regional Gender Programmes and to give feedback and recommendation on Regional Development to Head Office;
- Promote the implementation of National Gender Policy (NGP) and National Gender Plan Action (NGPA) in all constituencies in the Region.
- Organise and coordinate gender sensitization and training workshops.
- Write proposals on developmental programmes in the region and solicit funding for its implementation e.g. national days;
- Prepare and recommend budgets for the implementation of gender activities in the region.
- Compile community profiles for each constituency for planning purposes.
- Identify and conduct needs assessment of the community on gender issues and facilitate the necessary training.
- Submit weekly monthly, quarterly, yearly reports to the Development Planner for Gender Mainstreaming at the Head Office.
- Provide information, guide and refer gender-based violence cases to relevant authorities.
- Ensure that articles on gender issues for newspaper, ministerial newsletter and website are written and submitted on time.
- Assist in the development and dissemination of information, education and communication materials for the promotion of gender equality.
- Represent the ministry at regional forums.
- Facilitate and coordinate the commemoration and celebration of National and International days at regional level.

Enquiries: Ms Penoshinge Shililifa: Tel no. 061-2833114 and Ms Ester Shindinge Tel no. 061-2833170

DIRECTORATE : GENDER EQUALITY AND CHILD CARE PROTECTION
DIVISIONS: OMUSATI AND ZAMBEZI REGION
SUBDIVISION: CHILD CARE AND PROTECTION

Post designation	:	Senior Social Worker Grade 7
2x Posts	:	Outapi and Katima Mulilo
Scale of salary	:	N\$269,189 – N\$321,707
Salary Notch	:	N\$269,189
Housing Allowance	:	N\$13,080.00 per annum
Transport Allowance	:	N\$7,680.00 per annum

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

Additional Requirements: A Valid Driver's License Code 08 and computer literacy.

Enquiries: Ms Ester Shindinge, Tel no. 061 2833170

**DIRECTORATE: SOCIAL PROTECTION SERVICES
DIVISION: OHANGWENA REGION
SECTION: SOCIAL PROTECTION SERVICES**

Post designation	:	Senior Administrative Officer Grade 10
1x Post	:	Eenhana
Scale of salary	:	N\$147,485 – N\$176,895
Salary Notch	:	N\$147,485
Housing Allowance	:	N\$ 10,464.00 per annum
Transport Allowance	:	N\$7,680.00 per annum

Minimum requirement : An appropriate National Diploma or equivalent qualification at NQF Level 6 PLUS 1-year appropriate experience. OR A Grade 12 qualification at NQF Level 3 PLUS 3 years' appropriate experience.

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

Key Responsibilities

- Supervise and guide subordinate.
- Handle queries from public on daily basis.
- Conduct investigation on misuse of grants.
- Receive Grant applications from Constituency offices.
- Check and verify application and make sure all required documents are attached.
- Forward grant application forms to National level
- Oversee the update of all grant type files for all constituencies within the region.
- Check and control the pay sheet monthly.
- Advise the AO`s on discrepancies detected on files.
- Responsible for capacity building of staff members in the region.
- Educate the public on Child Welfare grants.
- Monitor the filing of child identification and child follow up forms.
- Ensure that child identification and follow up forms are entered into Care Data Base
- Do file verification at constituencies.
- Responsible for child life existence program
- Assist in ensuring the implementation of Performance Management System in the Subdivision
- Safe keeping of child life existence equipment for the Region

Enquiries: Ms Ester Shindinge , Tel No.061-2833170

**DIRECTORATE: SOCIAL PROTECTION SERVICES
DIVISION: KAVANGO-EAST REGION
SUBDIVISION: SOCIAL PROTECTION SERVICES**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Rundu (Kavango East)
Scale of salary	:	N\$147,485 – N\$176,895
Salary Notch	:	N\$147,485
Housing Allowance	:	N\$10,464.00 per annum
Transport Allowance	:	N\$7,680.00 per annum

Minimum requirement : An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience. OR A grade 12 qualification (NQF Level 3) plus 3 years' appropriate experience.

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Additional Requirements: A valid Driver's License Code B and computer literacy

Key Responsibilities:

- Supervise the Administrative Officers in the Regions in the implementation of the National Pension Act, 1992 (Act No. 10 of 1992)
- Advise the Chief Administrative Officers on Social Assistance issues.
- Report on monthly basis to the National Level on the status of beneficiaries and the office in general.
- Verify the application forms for Social Grants. (Old Age & Disability Grants)
- Capture or verify the captured data on application forms into the computer and forward both electronic data and files to National Level.
- Check for relevancy of copies of required documents and certify them.
- Submit applications to the Chief Administrative Offices for verification and final certification.
- Check for faults and control monthly on the compact disk for reference purposes.
- Furnish the Data Administration section with the necessary data regarding approved pensions.

Enquiries: Ms Ester Shindinge Tel no: 2833170

Applicants must be Namibian citizens. Application forms, Form **156043** obtainable from all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Id. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation and confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

Candidate with disability are encouraged to apply. Only short listed candidates will be contacted and no application forms and documents will be returned. Application forms should be hand-delivered or addressed to:

The Executive Director
Ministry of Gender Equality, Poverty Eradication and Social Welfare,
Juvenis Building
Independence Avenue
Private Bag 13359
WINDHOEK

MINISTRY OF HIGHER EDUCATION, TECHNOLOGY & INNOVATION

DEPARTMENT: DEPARTMENT RESEARCH, INNOVATION AND TRAINING

DIRECTORATE: VOCATIONAL EDUCATION AND TRAINING

DIVISION: TRAINING

Post Designation	:	Chief Education Officer Grade 5
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$412,001 – N\$492,567
Salary Notch	:	N\$412, 001 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirements: An appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience OR An appropriate Degree or equivalent qualification on NQF L7 plus an educational qualification plus 5 years appropriate experience.

Additional Requirements:

- A relevant Master's Degree with focus on skills development or Technical Vocational Education including Training Development.
- Understanding Public Policy Development.
- Adult Education (with focus on skills development) will serve as an added advantage.
- At least five (5) years relevant experience in TVET.
- Must have broad knowledge of the Namibian Higher Education Sector, with emphasis on TVET, research and innovation components
- Analytical skills and computer literacy.

To candidates:

- Applications **must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- Confirmation letter of probation **must** be attached for all Public Servant applicants.
- All foreign Qualifications **must** be evaluated and letters from the Namibia Qualification Authority (NQA) to be attached.
- **Must** Complete a latest revised Application Form for Employment in full, and on any parts of the application form that do not apply to you please indicate as such by writing N/A.
NB! Women and persons with Disabilities who meet the appointment requirements are encouraged to apply.

"Failure to complete all items on a latest revised application form for employment, attaching evaluation letter of foreign qualification and not attaching necessary documents will disqualify the application".

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

Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Application must be addressed to:

The Executive Director
Ministry of Higher Education, Technology & Innovation
Private Bag 13406

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WINDHOEK

Or hand delivery to:

Human Resource Office 1ST FLOOR
Office No. 144 B
Government Office Park
Luther Street
Windhoek

Enquiries: Mrs. Vezemba Kauraisa, Tel: 061 – 4356033

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP DIRECTORATE: VISAS, PERMITS, PASSPORT AND CITIZENSHIP DIVISION: PASSPORT AND CITIZENSHIP

Post Designation	:	Senior Private Secretary Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Salary Notch	:	N\$227,453 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

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

Enquiries: Mr. Nehemia Nghishekwa, Tel: 0819510004

DIVISION: IMMIGRATION AND BORDER CONTROL

Post Designation	:	Senior Immigration Officer Grade 9
6x Posts	:	3x Posts Windhoek
	:	1x Post Swakopmund
	:	1x Post Keetmanshoop
	:	1x Post Luderitz
Salary Scale	:	N\$185,920 – N\$222,994
Salary Notch	:	N\$185,920 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 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. Fiina Elago, Tel: 0819510197

Post Designation	:	Chief Immigration Officer Grade 7
3x Posts	:	1x Post Windhoek
	:	1x Post Swakopmund
	:	1x Post Oranjemund
Salary Scale	:	N\$277,264 – 331,358
Salary Notch	:	N\$277,264 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

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

DIVISION: SOUTHERN REGIONS

SUBDIVISION: KARAS REGION (EAST) KARASBURG

Post Designation	:	Control Immigration Officer Grade 6
1x Post	:	Karasburg
Salary Scale	:	N\$337,984 – 403,922
Salary Notch	:	N\$337,984 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

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

Enquiries: Ms. G Korner , Tel: 0819510200

**DEPARTMENT: CIVIL REGISTRATION
DIRECTORATE: NATIONAL CIVIL REGISTRATION**

Post Designation	:	Senior Administrative Officer Grade 10
3x Posts	:	1 Post Omaruru
	:	1x Post Rosh Pinah
	:	1x Post Windhoek
Salary Scale	:	N\$151,910 – N\$182,202
Salary Notch	:	N\$185,920 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 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. C Muleke , Tel: 0819510118

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation	:	Senior Security Operations Officer Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Salary Notch	:	N\$277,264 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 plus four years (4) years approximate appropriate experience.

Enquiries: Mr. Johannes Silvanus, Tel: 0819510058

**DIRECTORATE: HUMAN RESOURCE AND SUPPORT SERVICES
DIVISION: INFORMATION TECHNOLOGY**

Post Designation	:	Senior System Administrator Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 – 331,358
Salary Notch	:	N\$277,264 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

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Minimum Requirements: A Degree in Information Technology on NQF L7 plus three (3) years approximate appropriate experience

Enquiries: Mr. Daniel Nelumbu, Tel: 0819510007

**DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SUBDIVISION: AUXILLIARY SERVICES
SECTION: PUBLIC RELATIONS**

Post Designation	:	Public Relations Officer Grade 8
2x Posts	:	Windhoek
Salary Scale	:	N\$227,543 – 271,828
Salary Notch	:	N\$227,543 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

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

NB! Interested candidates in the Public service should attach their copy of confirmation of probation letter. Candidates with foreign qualifications should have their qualifications evaluated by the Namibia Qualification Authority otherwise; their applications will be disqualified automatically.

Appointment to these positions will be subject to security vetting.

In terms of the Affirmative Action Plan of the Ministry of Home Affairs, Immigration, Safety and Security, qualifying females and persons with disabilities are encouraged to apply.

NB! Failure to complete all items on the application for employment form (156043) and not attaching all the necessary certified documents will disqualify the application. Foreign qualifications should be accompanied by NQA evaluation. Failure to attach such a proof will lead to disqualification. Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

No late applications will be considered. An application (on form 156043) as well as a comprehensive curriculum vitae and certified copies of education qualifications must be addressed to:

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

Or hand deliver to:

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

Enquiries: Ms. Magreth Kalo; Tel: 0819510064

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DIRECTORATE: PRINT MEDIA AFFAIRS DIVISION: PRODUCTION SUBDIVISION: PUBLICATIONS

Post Designation	:	Chief Media Officer Grade 6
1x Post	:	Windhoek
Scale of Salary	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14 520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: An appropriate B-Degree on NQF L7 in Journalism, Mass Communication, Public Relations or Media studies, plus 5 years' appropriate experience in Journalism, Public Relations and/or Media studies of which three (3) years should be at a senior/supervisory level. **Candidates will be subjected to a written aptitude test.**

Enquiries: Mr. Shasimana Uugulu, Tel. 061-283 2506 OR Mr. Edward Ndjamba, Tel. 061-283 2385

DIRECTORATE: ICT DEVELOPMENT DIVISION: INSTITUTIONAL POLICY REGULATING AND MONITORING (IPRM)

Post Designation	:	Policy Analyst Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271 828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

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

Main Responsibilities:

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

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

PSM CIRCULAR NO. F OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 28 JUNE 2023, CLOSING DATE 27 JULY 2023

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

Post Designation	:	Media Officer Grade 8
1x Post	:	Outapi
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate B-degree qualification on NQF L7 in Journalism, Media Studies or Mass Communication.

Candidates will be subjected to a practical test.

Enquiries: Mr. Don Kaimbi, Tel. 065- 251033 **OR** Mr. Edward Ndjamba, Tel. 061-283 2385

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

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

The application forms must be addressed to:

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

OR hand delivery at:

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

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

MINISTRY OF HEALTH AND SOCIAL SERVICES

INTERMEDIATE HOSPITAL KATUTURA

DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS

Post Designation : Chief Registered Nurse Grade 6
1x Post : Intermediate Hospital Katutura
Salary Scale : N\$337,984 – N\$403,922
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$14,520 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia plus approximately four (4) years working experience as a Senior Registered Nurse. Candidate in the Public Service must be confirmed as Senior Registered Nurse, confirmation of probation letter must be attached.

DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS

Post designation : Senior Registered Nurse Grade 7
6x Posts : Intermediate Hospital Katutura
Salary Scale : N\$277,264 – N\$331,358
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$14,520 per annum

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

Additional Requirements: The incumbent must be willing to do weekend, public holiday and night duty supervision.

DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CUSTOMER CARE

Post Designation : Senior Registered Nurse Grade 7
1x Post : Intermediate Hospital Katutura
Salary Scale : N\$277,264 – N\$331,358
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$14,520 per annum

PSM CIRCULAR NO. F OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 28 JUNE 2023, CLOSING DATE 27 JULY 2023

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

Additional Requirements: The incumbent must be willing to do weekend, public holiday and night duty supervision.

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS (PERSONNEL HEALTH)**

Post Designation	:	Registered Nurse Grade 8
3x Posts	:	Intermediate Hospital Katutura
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia (HPCNA).

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS (CLINICAL SUPPLY)**

Post Designation	:	Registered Nurse Grade 8
1x Post	:	Intermediate Hospital Katutura
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia (HPCNA).

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS (CSSD DEPOT)**

Post Designation	:	Registered Nurse Grade 8
1x Post	:	Intermediate Hospital Katutura
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia (HPCNA).

DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS (CHINESE ACUPUNCTURE)

Post Designation	:	Registered Nurse Grade 8
2x Posts	:	Intermediate Hospital Katutura
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia (HPCNA).

DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS (RADIOLOGY & SONAR CLINIC)

Post Designation	:	Registered Nurse Grade 8
2x Posts	:	Intermediate Hospital Katutura
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia (HPCNA).

DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS (DISEASE SURVEILLANCE)

Post Designation	:	Registered Nurse Grade 8
3x Posts	:	Intermediate Hospital Katutura
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia (HPCNA).

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS (RADIOLOGY & SONAR CLINIC)**

Post Designation	:	Enrolled Nurse Grade 10
1x Posts	:	Intermediate Hospital Katutura
Salary Scale	:	N\$151,910 – N\$182,202
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

Minimum Requirements: Registration as an Enrolled Nurse with the Health Professional Council of Namibia (HPCNA).

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS (PATIENT BOOKING OFFICE)**

Post Designation	:	Enrolled Nurse Grade 10
1x Post	:	Intermediate Hospital Katutura
Salary Scale	:	N\$151,910 – N\$182,202
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

Minimum Requirements: Registration as an Enrolled Nurse with the Health Professional Council of Namibia (HPCNA).

Applicants should clearly indicate the Subsections of preference as indicated in the advert.

All the above applications must address to:

The Medical Superintendent
Intermediate Hospital Katutura
Private Bag 13215
Windhoek

Hand delivery to:

Human Resources Office
First Floor
Intermediate Hospital Katutura

Enquiries: Ms. Elizabeth Hamwaanyena, Tel 061-203 4107

DIRECTORATE: KHOMAS REGION
DIVISION: GENERAL SUPPORT SERVICES

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Khomas Regional Office (Windhoek)
Salary Scale	:	N\$227,453 - N\$271,828
Salary Notch	:	N\$227,453 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Additional Requirements: preference will be given to applicants with at least three (3) years' experience as a Senior Administrative Officer Grade 10 with a valid driver's license.

Post Designation	:	Senior Registered Nurse Grade 7
6x Posts	:	1x Subdivision Nursing Services, (Khomas Regional Office)
	:	3x Katutura Health Centre (Windhoek)
	:	1x Khomasdal Health Centre (Windhoek)
	:	1x Robert Mugabe Clinic (Windhoek)
Scale of Salary	:	N\$277,264 – N\$331,358
Salary Notch	:	N\$277,264 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as Registered Nurse at the Nursing Council or Registration as Midwife at the Nursing Council.

Additional Requirements: Diploma or Degree in General Nursing Science and Midwifery plus 5 years' experience as a Registered Nurse.

DIVISION: FAMILY HEALTH SERVICES

Post Designation	:	Senior Health Program Officer Grade 7
1x Post	:	Khomas Regional Office (Windhoek)
Salary Scale	:	N\$277,264 - N\$331,358
Salary Notch	:	N\$277,264 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7.

Additional Requirements: Registration as Registered Nurse or Midwife at the Nursing Council of Namibia. Candidate must have five (5) years' experience as Registered Nurse. Must have a valid driver's license and must be computer literate (proof of computer literacy must be attached).

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

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Khomas Regional Office (Windhoek)
Salary Scale	:	N\$277,264 – N\$331,358
Salary Notch	:	N\$277,264 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma majoring in Human Resources on NQF L6 plus (five) 5 years' experience as a Human Resource Practitioner Grade 8.

Additional Requirements: An appropriate Degree on NQF level 7 or higher majoring in Human Resources. Must be computer literate.

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

Post Designation	:	Senior Environmental Health Practitioner Grade 8
5x Posts	:	Windhoek
Salary scale	:	N\$227,453 – N\$271,828
Salary Notch	:	N\$227,453 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

All the above applications must address to:

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

Or submit the application at:

Khomas Regional Office
Human Resource Office

Enquiries: Mr. Simon M. Iivula (061 203 5010)

MINISTRY OF INDUSTRIALISATION AND TRADE

DIRECTORATE: COMMERCE

DIVISION: CONSUMER PROTECTION AND INTERNAL MARKET REGULATIONS

SUBDIVISION: CONSUMER RIGHTS PROTECTION

Post Designation	:	Chief Economist Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements : An appropriate 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 plus 5 years appropriate working experience.

An advantage will be given to candidates with a legal background who meets the above requirements.

Enquiries: Ms. Maria Mumwoye, Tel no. 061 283 7518; Mr. Salom Haidula, Tel no. 061 283 7239

DIRECTORATE: GENERAL SERVICES

DIVISION: FINANCE AND ADMINISTRATION

SUBDIVISION: AUXILIARY SERVICES

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus 5 years appropriate working experience of which three (3) years should be on a Chief Administrative Officer Grade 8 level in the public sector or equivalent level in the private sector.

Preference will be given to candidates with experience in Procurement, Stores, transport and Maintenance who meets the above requirements.

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

Or hand deliver at:

Ministry of Industrialization and Trade

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Block A Brendan Simbwaye Sq Goethe Street
2nd floor
Windhoek

Enquiries: Ms. Maria Mumwoye, Tel no. 061 283 7518
Mrs. Meriam Silishebo; Tel no. 061 283 7204

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: HR, FINANCE AND ADMINISTRATION

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Rundu
Salary Scale	:	N\$277,264 – N\$331,358
Salary Notch	:	N\$277,264 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: A National Diploma majoring in Human Resources Management (NQF Level 6) plus three (3) years appropriate experience. The experience mentioned must have been attained whilst employed in the same Job Category performing the same functions and duties as per PSM Circular no. five (5) of 2015.

Supplementary Requirements: Preferences will be given to candidates at the level of a Human Resource Practitioner Grade 8 with extensive knowledge of VIP payroll system (attach proof of certificates), Affirmative Action (AA) and Performance Management System (PMS).

Main duties of the job:

- Interpret and ensure implementation of human resource policy guidelines.
- Draft and review monthly, quarterly and annual reports against divisional plans.
- Handle correspondence (submissions, letters etc.) in respect of deviations on personnel administration.
- Facilitate and coordinate the recruitment process.
- Handle human resources enquiries.
- Ensure human resources office stores, stationary and equipment is ordered.
- Attend to personnel audit queries.
- Oversee the disciplinary process.
- Assist with the compilation of requests/proposals regarding the adjustment of organizational and post establishments, casual employment, overtime remuneration, employment in addition to the fixed establishment.
- Update staff establishment on a regular basis.
- Conduct human resource inspections to ensure compliance with prescribed staff rules and standards.
- Compile internal circulars on human resource matters.
- Supervise and direct staff members.
- Ensure that salary advices are submitted to Division Finance timely.
- Ensure that Route Lists are circulated to all relevant Directorates in respect of Departmental Debt / Information Technology equipment in case of termination of service.
- Carry out any other official duties assigned from time to time by the Deputy Director / Chief Human Resource Practitioner.

Please take note:

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

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

“Failure to complete all items on a latest revised application form for employment, not attaching evaluation letter (s) of foreign qualification, VIP Payroll system certificates and necessary documents will disqualify the application”.

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

Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Applications must be addressed to:

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

Hand delivery to:

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

Enquiries: Mr. Mathias M. Mbangu, [Tel:066-26600](tel:066-26600)

//KHARAS
REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT SUPPORT (AUSSENKEHR SETTLEMENT)

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Aussenkehr
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 P/A
Transport Allowance	:	N\$8,760 P/A

Requirements: A National Diploma or equivalent qualification on NQF level 6 plus 6 years appropriate experience.

Supplementary Requirement: Should have three (3) years proven working experience on Supervisory Level.

Main Responsibilities: This job category includes personnel involved at operational level with the administering and drafting of legislation and prescriptions; the processing and consideration of applications and representations; the analyzing of statistics and information; the execution of inspections; and the performance of tasks which flow from above which are of an advanced nature such as the drafting of memoranda to the Cabinet, the rendering of specialized aid with identification and determination of needs, the arrangement for and control of the procurement, storing, provisioning, maintenance, utilization and disposal of all means other than personnel which are necessary for the efficient functioning of an office/ministry/agency.

Main Duties: Coordination of settlement development activities in collaboration with the Settlement Development Committee and the Regional Directorate of Planning.

- Oversee the revenue collection and account for all collected fees at settlements.
- Responsible for the provision and management of settlement services such as water supply and refuse removal/ waste management.
- Responsible and supervise minute-taking at Settlement Advisory/Development Committee meetings.
- Report administrative/technical related problems and customer complaints to the Deputy Directors: Administration and Technical Services respectively.
- Coordinate with the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots etc.
- Organize community meetings in consultation with the Deputy Director Administration or other relevant stakeholders.
- Implement relevant Regional Council Policies, Rules and Regulations.
- Compile monthly Settlement report.
- Supervise the updating of settlement inventory registers.
- Responsible for the daily supervision of municipal services within settlement areas.
- Ensure proper financial management of the Settlement.
- Oversee the updating of the Loan Register.
- Ensure safe keeping of all assets / stock of the Council in the Settlement Area.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. Fabiola F Jash 063 – 221 929 or Ms. Engelhardine Swartz 063 – 221 917

Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by a detailed CV and originally certified supporting documents (**All documents should be originally certified by NAMPOL**). All foreign qualifications must be submitted together with evaluation of qualification by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (**Incomplete**

PSM CIRCULAR NO. F OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 28 JUNE 2023, CLOSING DATE 27 JULY 2023

Applications) and not attaching the necessary documents will disqualify the application. **NB In terms of the Affirmative Action Act, Act 29 of 1998 qualifying woman and persons with disabilities are encouraged to apply. NO fax applications will be accepted.** Applications should be forwarded to the following address:

THE ACTING CHIEF REGIONAL OFFICER
//KHARAS REGIONAL COUNCIL
PRIVATE BAG 2184
KEETMANSHOOP

OMUSATI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

CIRCUIT: ANAMULENGE

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 9)
1x Post	:	Oshiputu Combined School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: OKAHAO

Post Designation	:	Principal Grade 5 (Phase: Grade 10-12)
1x Post	:	Shaanika Nashilongo Secondary School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: OKAHAO

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 7)
1x Post	:	Ankonga Primary School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: ETAYI

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 7)
1x Post	:	Panduleni Primary School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: OSHIKUKU

Post Designation	:	Principal Grade 5 (Phase: Grade 1-3)
1x Post	:	Embumba Junior Primary School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: ANAMULENGE

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 8-11)
1x Post	:	Erkki Tauya Secondary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: ETAYI

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshikwanyama Grade 4-11)
1x Post	:	Oikokola Combined School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum

Transport Allowance : N\$8,760 per annum

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

OR

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

CIRCUIT: ONESI

Post Designation : Head of Department Grade 6 (Mathematics
and Science Grade 4-11)
1x Post : lilyateko Combined School
Salary Scale : N\$337,984 – 403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

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

OR

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

CIRCUIT: OTAMANZI

Post Designation : Head of Department Grade 6 (Junior Primary
Phase) Mol: Oshindonga
1x Post : Simon lileka Combined School
Salary Scale : N\$337,984 – N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

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

OR

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

CIRCUIT: OSHIKUKU

Post Designation : Head of Department Grade 6 (Junior Primary
Phase) Mol: Oshindonga
1x Post : litamaro Combined School
Salary Scale : N\$337,984 – 403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

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

OR

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

CIRCUIT: OSHIKUKU

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 4-7)
1x Post	:	Nuukata Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: OKALONGO

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-9)
1x Post	:	Ouvale Combined School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: OKALONGO

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase) Mol: Oshindonga
1x Post	:	Uushwa Combined School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: OUTAPI

Post Designation	:	Head of Department Grade 6 (Mathematics and Integrated Natural Science Grade 4-7)
1x Post	:	SKARVS
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: OUTAPI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-9)
1x Post	:	Okapopo Combined School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

NB: Candidates must be able to teach Mathematics and Physical Science Grade 4-9

CIRCUIT: OKAHAO

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase) Mol: Oshindonga
1x Post	:	Amwaanda Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: OKAHAO

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase) Mol: Oshindonga
1x Post	:	Okahao Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: OKAHAO

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 10-12)
1x Post	:	Niilo Taapopi Secondary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

NB: Candidates must be able to teach Mathematics, Physics and Chemistry Grade 10-12 on AS level and proof must be attached.

CIRCUIT: OTAMANZI

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase) Mol: Oshindonga
1x Post	:	Simon Iileka Combined School
Salary Scale	:	N\$337,984-N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: OTAMANZI

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 4-11)
1x Post	:	Holden Uulenga Combined School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

CIRCUIT: RUACANA

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

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

OR

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

CIRCUIT: TSANDI

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 4-9) Mol: Oshindonga
1x Post	:	Amweende Combined School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

NB: Remoteness and Hardship Allowance as per the category of the school applied or, if applicable

NB:

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

Public Service application form for employment 156043 and health questionnaire form 156094 together with comprehensive curriculum vitae and all relevant certified copies of all educational / academic qualifications and the proof of Namibian citizenship must be addressed to:

**The Regional Director
Omusati Education Directorate
Private Bag 529
OUTAPI**

Or hand Delivery to:

Outapi Regional Office Reception

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

OMUSATI REGIONAL COUNCIL
OFFICE OF THE CHIEF REGIONAL COUNCIL
DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Outapi Constituency Office
Salary Scale	:	N\$333,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Motor Vehicle Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma or equivalent qualification (NQF Level 6) in Public Management or Public Administration, plus 6 years appropriate experience.

Main Duties:

- Provide advisory and administrative support to the Regional Councillor.
- 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 and CDRMC minutes to the Regional Council.
- Initiate the procurement of goods, works and services of the Constituency.
- Any other duties as may be assigned by the supervisor.

Women and Persons living with disabilities and meet the requirements are encouraged to apply

Enquiries: Mr. E. Kamati/Ms. H. Shimuningeni, Tel: 065 251019

DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SECTION: TRANSPORT

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Outapi
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$10,464 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification (NQF Level 6) majoring in Public Administration/Management plus 1-year appropriate experience Or A Grade 12 Certificate (NQA Level 3) plus 3 years appropriate experience.

Supplementary Requirement: Experience in fleet Management and Blue fuel plus at least 3 Years old Code 8 Drivers License.

Main Duties:

- Supervise and oversee fleet management.
- Implement and maintain the transport policy.
- Arrange maintenance, services, and repair of vehicles.
- Analyze Blue fuel report and fuel vouchers. (Analyze bank fleet management reports)

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- Ensure monthly vehicle reports are compiled and completed.
- Carry out scheduled and unscheduled physical inspection of vehicles.
- Arrange and serve on the Transport Committee (fleet management committee) meetings and other relevant committees.
- Prepare submissions for the disposal of vehicles, tyres, batteries, etc. in accordance with the Treasury Instruction.
- Initiate the procurement of goods, works and services of the Section.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. MK Iita/Ms. H. Mungandjela, Tel: 065 251019

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

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Ogongo Settlement Office
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness and Hardship Allowance	:	N\$9,000 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification (NQF Level 6) majoring in Public Administration/Management plus 1 year appropriate experience Or A Grade 12 Certificate (NQA Level 3) plus 3 years appropriate experience.

Supplementary Requirement: Applicants with experience in Settlement or Constituency administration will receive preferential treatment.

Main Duties:

- Provide budgetary input to the Control Administrative Officer.
- Responsible for minute-taking at settlement advisory committee meetings.
- Coordinate community development projects at settlement and communicate any relevant complaints to the Chief control officer/Directorate Planning and Development.
- Communicate customer complaints on basic services to relevant stakeholders.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots etc.
- Organize community meetings on instruction of the Chief control Officer or Settlement Advisory Committee.
- Serve as the Scribe during the Settlement Advisory Committee meetings.
- Initiate the procurement of goods, works and services of the Section.
- Carry out any other official duties assigned from time to time.

Persons living with disabilities and meet the requirements are encouraged to apply

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

Note: No faxed documents will be accepted.

Applications should be addressed to:

**The Chief Regional Officer
Omusati Regional Council
Private Bag 523**

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OUTAPI

Or hand deliver to:

**Omusati Regional Council
ERF 1080, Namaungu Street
OUTAPI**

Enquiries: Ms. A. Uugwanga @ 065 257005/Ms. H. Mungandjela, Tel: 065 251019

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES DIVISION: PLANNING AND DEVELOPMENT SUBDIVISION: POPULATION AND STATISTICS

Post Designation	:	Chief Development Planner Grade 6
1x Post	:	Otjiwarongo
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Supplementary Requirements: Candidate should have six (6) years appropriate experiences. Preferences will be given to candidates with an appropriate B. Degree at NQF L7 in the areas of Statistics, Economic Planning, Development Planning, Project Management and Population Studies / Demography. A valid driver license will serve as an advantage.

Main Duties:

- Interpret policies and implementation of policy frameworks at the Regional Council.
 - Provide technical input in the Directorate operational plan in line with the strategic plan.
 - Assess the compiled data and report to the Deputy Director Development Planning, Regional Council and other stakeholders.
 - Advise the Council and other stakeholders on population and statistics related issues.
 - Conduct regional research on population and statistics for decision making and socio-economic development.
 - Ensure that regional data base is updated on time e.g. NAMINFO and GIS.
 - Implement plans within defined time and resource limits
 - Liaise with Namibia Statistics Agency and National Planning Commission and other data collector to harmonize regional data.
 - Identify staff training and development needs and make recommendations
 - Appraise staff and make recommendations.
 - Ensure adherence to relevant policies and procedures.
 - Ensure that the work schedule of subordinates is supervised and program targets are met.
 - Carry out any other official duties assigned from time to time.
-

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

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Omatako
Salary Scale	:	N\$328,139 – N\$392,158
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum
Remoteness Allowance	:	N\$13,800 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. Candidates must have 8 years' appropriate experience in Administration of which three (3) years must be at Chief Administrative Officer Grade 8 or Senior Private Secretary Grade 8. Interested candidates must be in possession of a valid driver's license (Code B).

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Main Duties:

- Work closely with the Regional Councillor responsible for the Constituency.
 - Ensure the supervision of staff at the Constituency office.
 - Implement, monitor and evaluate annual work plan and produce monthly progress reports.
 - Provide monthly reports both to the Constituency Councillor and Deputy Director Administration.
 - Assist the Directorate Planning and Development on issues relating to Decentralized Build-Together Programme.
 - Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate Planning and Development Services.
 - Create platforms to solicit inputs from Constituency Development Committee on project proposals.
 - Submit budget proposals to the Deputy Director Administration in consultation with the Councillor and monitor and evaluate Constituency Office budget and ensure compliance.
 - Participate in the development of the Strategic Plan.
 - Ensure the development of an Operational Plan and the implementation thereof.
 - Provide monthly reports both to the Regional Councillor responsible for the Constituency and Deputy Director Administration.
 - Ensure that stock-taking takes place annually and inventory registers are in existence and updated regularly.
 - Ensure the reconciliation of transport transactions and produce monthly reports.
 - Organize proper handling of correspondences (incoming/outgoing mail).
 - Identify constituency training and staffing needs/ resources.
 - Ensure the existence of proper filing systems.
 - Organize community meetings on request of the Regional Councillor responsible for the Constituency.
 - Ensure minute-taking and submission of CDC minutes to the Regional Council.
 - Ensure that all purchases at Constituency Office are done according to the approved procurement procedure.
 - Report Information Technology related problems to Information Technology Section.
 - Provide support services to the Regional Emergency Management Unit.
 - Attend to customer complaints/inputs / suggestions on basic services to relevant service providers.
 - Oversee the cleanliness and image of Constituency Office.
 - Carry out any other official duties assigned from time to time.
-

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

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Kombat
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Allowance	:	N\$9,000 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. Candidates must have 8 years' appropriate experience in Administration of which three (3) years must be

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at Chief Administrative Officer Grade 8 or Senior Private Secretary Grade 8. Interested candidates must be in possession of a valid driver's license (Code B).

Main Duties:

- Report Information Technology related problems to the Regional Council Head Office.
 - Coordination of settlement development activities in collaboration with the Settlement Development Committee and the regional Directorate of Planning.
 - Oversee the revenue collection and account for all collected fees at settlements.
 - Responsible for the provision and management of settlement services such as water supply and refuse removal/waste management.
 - Provide budgetary inputs to the Deputy Director.
 - Identify staffing needs/resources.
 - Identify training needs of subordinates and submit proposals.
 - Supervise minute-taking at Settlement Advisory/Development Committee meetings.
 - Report administrative/technical related problems and customer complaints to the Deputy Directors: Administration and Technical Services respectively.
 - Coordinate with the Directorate of Planning and Development on issues relating to decentralized Build Together Program, allocation of plots etc.
 - Organize community meetings in consultation with the Deputy Director Administration or other relevant stakeholders.
 - Implement relevant Regional Council Policies, Rules and Regulations.
 - Compile monthly Settlement activity plans and reports.
 - Supervise the cleanliness and image of settlement buildings and premises.
 - Supervise the updating of settlement inventory registers.
 - Responsible for the daily supervision of municipal services within settlement areas.
 - Ensure proper financial management of the Settlement.
 - Oversee the updating of the Loan Register and Counter Books.
 - Authorize the issuing of Receipt Books.
 - Ensure safe keeping of all assets / stock of the Council in the Settlement Area.
 - Carry out any other official duties assigned from time to time.
-

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

Post Designation	:	Accountant Grade 8
1x Post	:	Kombat
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Allowance	:	N\$9,000 per annum

Appointment Requirements: An appropriate Diploma on NQF L6 majoring in accounting.

Main Duties:

- Check outstanding repayments.
- Ensure that tax invoices and delivery notes are reconciled.
- Provide financial advice at settlement office in respect of procurement and other related activities.
- Provide inputs for the compilation of financial reports at Settlement office.
- Responsible for the receipt and safekeeping of revenue from customers.
- Responsible for bank deposits.
- Responsible for the filing of financial documents.
- Channelling salary related queries to the Head Office.
- Issuing of monthly Statements/Bills for Municipal Services.
- Writing /issuing reminder letters for outstanding bills/arrears.

- Verifying of customers' accounts.
 - Carry out any other official duties assigned from time to time.
-

**DIRECTORATE: GENERAL SERVICES
DIVISION: FINANCE**

Post Designation	:	Accountant Grade 8
1x Post	:	Otjiwarongo
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Allowance	:	N\$9,000 per annum

Appointment Requirements: An appropriate Diploma on NQF L6 majoring in accounting.

Main Duties

- Assist in the collection of revenue and execution of all payments.
 - Ensure adherence to financial procedures and processes.
 - Assist in responding to audit queries.
 - Compile information for VAT Returns.
 - Attend to salary enquiries.
 - Prepare monthly salaries.
 - Responsible for all bank deposits.
 - Safe-keeping of cheque books and face-value forms.
 - Assist in the preparation of monthly bank reconciliation.
 - Responsible to check all payment vouchers.
 - Ensure the correctness of all S&T payments as well as salary advances.
 - Carry out any other official duties assigned from time to time.
-

**DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES
SECTION: PROCUREMENT & STOCK CONTROL**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Otjiwarongo
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 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 Business Information System or Logistic and Supply Management or Office Administration or equivalent qualification (NQF Level 6) or Grade 12 certificate (NQF Level 3) plus 3 years appropriate experience at Administrative Officer Grade 12. Applicant should be in possession of a valid driving license.

Main Duties:

- Supervise the Administrative Officers for stock Control,
- Provide in-service training to staff members,
- Ensure timely inspection of assets,
- Obtain treasury approval regarding discrepancies and disposal of worn-out goods,
- Ensure that any loss or damage to state property is dealt with in accordance with Treasury Instructions,

- Request and obtain Treasury approval for acceptance of donations, gifts,
 - Obtain treasury approval for the disposal of obsolete and redundant items,
 - Ensure that the duty stations and offices receive all correspondence in connection with furniture,
 - Conduct annual stock taking,
 - Control and update main registers,
 - Supervise and direct administrative functions in all sections in the Subdivision Auxiliary Services.
 - Responsible for the implementation of the Asset Maintenance Plan
 - Ensure that Procurement and Stock Control Procedures are adhered to.
 - Carry out secretarial functions of the Procurement Management Unit Committee.
 - Ensure preparation of requisitions for expenditure to the Procurement Management Unit Committee.
 - Coordinate compilation of monthly, quarterly and annual reports for all sections under him/her.
 - Responsible for the procurement and maintenance of Council supplies and required stock levels.
 - Perform any other official duty assigned by the supervisor.
-

DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES
SECTION: REGIONAL EMERGENCY MANAGEMENT UNIT

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Otjiwarongo
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 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 Business Information System or Logistic and Supply Management or Office Administration or Disaster Risk Management equivalent qualification (NQF Level 6) or Grade 12 certificate (NQF Level 3) plus 3 years appropriate experience at Senior Administration Officer Grade 10. Applicant should be in possession of a valid driving license.

Main Duties:

- Provide advice on Regional Emergency Management matters to Regional Council.
 - Serve as Secretariat to the Regional Emergency Management Unit.
 - Develop a data-base of beneficiaries affected by disasters in the region.
 - Report all emergency related incidences in the region.
 - Liaise with various stakeholders on matters related to Regional Emergency Management.
 - Identify distribution points and role-players for regional emergency relief.
 - Assist in the development of the Regional Disaster Management Plans.
 - Develop and maintain a data-base of regional and national responses to emergencies.
 - Supervise the distribution of drought relief food.
 - Prepare reports on Regional Emergency Management Programs for submission to OPM.
 - Carry out any other official duties assigned from time to time.
-

DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES
SECTION: OFFICE SUPPORT

Post Designation	:	Private Secretary Grade 9
1x Post	:	Otjiwarongo
Salary Scale	:	N\$185,920 – N\$222,994
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

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

Supplementary Requirements: An appropriate National Diploma in Business Administration or Public Management/Administration or Business Information System or Office Administration or equivalent qualification (NQF Level 6).

Main Duties:

- Perform office administration work.
- Follow up on letters and scheduled reports.
- Receive, screen, forward and make calls.
- File and retrieve correspondences and documentation.
- Ensure confidentiality at all times.
- Update diaries and other sources of reference.
- Make appointments, reservations and traveling arrangements.
- Take and relay messages.
- Order office supplies.
- Draft or type correspondence, letters, minutes and memos.
- Arrange and serve refreshments.
- Make photocopies and collect documents.
- Carry out any other official duties assigned from time to time.

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. Testimonials 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). 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

Or hand delivery to:

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

Enquiries: Mr Tonateni M.F Nghilwamo / Mr Charles K. Toromba
Tel: 067 303702

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

Post Designation	:	Inspector of Education Grade 5
1x Post	:	Okahandja (Okahandja Circuit Office)
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 4- year tertiary teaching qualification on NQF Level 7 plus 9 years of teaching experience.

Supplementary Requirements: Candidate must possess at least 5 years (or more) appropriate experience at the functional level Grade 6 (or higher), **proof must be attached.**

Post Designation	:	Principal Grade 5 (Pre-Primary – Grade 7) re- advertisement
1x Post	:	Tsaraxa-Aibes Primary School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Supplementary Requirements: Candidate must have a professional teaching qualification that would enable him / her to teach at Primary Phase.

Post Designation	:	Head of Department Grade 6 Mathematics and Science Natural Science & Health Education)Grade 4-7
1x Post	:	Nau-Aib Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Post Designation	:	Head of Department Grade 6 Languages – English and Afrikaans Grade 4-7
1x Post	:	Nau-Aib Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

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

Post Designation : Head of Department Grade 6 Social Sciences Grade 4-7
1x Post : Aurora Primary School
Salary Scale : N\$337,984 – N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

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

Post Designation : **Head of Department Grade 6** Social Sciences (History and Geography) Grade 8-12
1x Post : Paresis Secondary School
Salary Scale : N\$337,984 – N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

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

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: ADVISORY SERVICES

Post Designation : Senior Education Officer Grade 6- Commerce Grade 8-12
1xPost : Otjiwarongo
Salary Scale : N\$337,984 – N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

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

Supplementary requirements: Applicant must have a professional teaching qualification with Entrepreneurship Grade 8-12 & Economics Grade 10-12 and must be able to support schools with Computer Studies Grade 8-12.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Languages: Grade 8-12)
1xPost	:	Otjiwarongo
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Supplementary requirements: Applicant must have a professional teaching qualification with a combination of English & Khoekhoegowab or English and Afrikaans at Secondary Phase.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Social Sciences: Geography and History) Grade 8-12
1xPost	:	Otjiwarongo
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Post Designation	:	Chief Hostel Matron Grade 12
2x Post	:	1x Makalani Primary School Hostel
	:	1x Waterberg Primary School Hostel
Salary Scale	:	N\$102,622 – N\$123,086
Housing allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: A Grade 10 or equivalent qualification on NQF L2.

Supplementary requirements: Preference will be given to candidates with a Grade 10 Certificate or equivalent qualification on NQF Level 2 with 24 points in seven (7) subjects and a D symbol in English or Standard 8 Certificate. Candidates in possession of Standard 8 Certificate must meet the requirements of F (HG) symbol in English. Candidates must possess 5 years appropriate experience as a Hostel Matron Grade 13 (**Proof must be attached**).

Application Procedures:

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

A comprehensive Curriculum Vitae, certified copies of Educational Qualifications, Identity Document, testimonials must be attached to the applications (do not submit original

documents). All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA).

Applications must be addressed to the following address:

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

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

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

OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: HUMAN RESOURCES

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Oshakati
Salary Scale	:	N\$277,264 –N\$ 331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: A National Diploma majoring in Human Resources on NQF L6

Supplementary Requirements: Preference will be given to applicants with an appropriate Degree in Human Resource Management on NQF Level 7 plus five (5) years appropriate experience

NB: Candidates must ensure that copy of confirmation of probation on their current position is attached. All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority, academic records/ transcript of their qualifications, Curriculum Vitae, all relevant certified copies of all educational / academic qualifications and the proof of Namibian citizenship must be addressed to:

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

Oshakati

Or hand delivery to:

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

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

KUNENE REGIONAL COUNCIL

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

Post Designation	:	Principal Grade 5
1x Post	:	Otjiu Primary School – (Pre-Primary - Grade 7)
Salary scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Incentives	:	As applicable to the duty station

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

OR

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

Supplementary Selection Requirements:

- A candidate must be at the level of Grade 6 or higher at schools or in a related work environment.
 - 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 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 Primary Phase.
-

Post Designation	:	Principal Grade 5
1x Post	:	Omuhonga Combined School (Pre-Primary Grade 11)
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Incentives	:	As applicable to the duty station

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

OR

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

Supplementary Selection Requirements:

- A candidate must be at the level of Grade 6 or higher at schools or in a related work environment
 - 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 ensure that copy of their confirmation of probation in their current position is attached.
 - Candidates must have the teaching qualification that would enable him/her to teach at the Secondary phase.
-

**DIVISION: LIFE LONG LEARNING
SUB-DIVISION: ADULT AND CONTINUING EDUCATION**

Post Designation	:	Education Officer Grade 8
1x Post	:	Opuwo
Salary Scale	:	N\$227,453 – N\$271,828
Salary Notch	:	N\$227,453
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Supplementary Requirement: Candidates must be in possession of an appropriate Degree in Adult Education. Proof must be attached of appropriate qualification and experience in Adult Literacy and Community Development. Computer literacy and drivers licence will be an added advantage.

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUB-DIVISION: PROFESSIONAL DEVELOPMENT
SECTION: ADVISORY SERVICES**

Post Designation	:	Senior Education Officer Grade 6 (Otjiherero First Language Grade 10 -12)
1x Post	:	Opuwo
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: An appropriate Degree on NQF Level 8 or equivalent qualification plus three years appropriate experience.

OR

An appropriate Degree on NQF Level 7 or equivalent plus an educational qualification plus five years appropriate experience.

Supplementary Requirement: Candidates must be in possession of an appropriate Degree majoring in Otjiherero. Proof must be attached of appropriate experience in teaching of Otjiherero up to Grade 12/ AS level. Computer literacy and Drivers licence will be an added advantage. The candidate must be able to monitor curriculum implementation and **also** offer professional support at Senior Primary and Junior Secondary phase to teachers.

Post Designation	:	Chief Hostel Matron Grade 12
1x Post	:	Grootberg Primary School Hostel – (Outjo Circuit)
Salary Scale	:	N\$102,622 – N\$123,086
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Allowance	:	N\$21,000 per annum

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

Supplementary Selection Requirements:

- Candidates in possession of Standard 8 Certificate must meet the requirement of F (HG) symbol in English.

- The candidates must have 3-years' experience as Hostel Matron Grade 13 and probation must be confirmed at that level. **(Proof must be attached)**

NB: note must be taken that:

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

Public Servants are requested to apply through their Human Resources Offices under the cover form ZO/352(I). Candidates must ensure that a copy of confirmation of probation is attached to their application forms.

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.

Staff members must have completed their probation successfully and may only complete 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 addressed to the following address:

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

Khorixas

Hand delivery to:

Directorate of Education, Arts & Culture
Human Resource Office

Khorixas

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