



## REPUBLIC OF NAMIBIA

### OFFICE OF THE PRIME MINISTER

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Ref.: 13/18/5

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E-mail: [Mateus.Nakwafila@opm.gov.na](mailto:Mateus.Nakwafila@opm.gov.na)

Department Public Service Management

BPI House, Independence Avenue

PO Box 1117

WINDHOEK

29 NOVEMBER 2022

**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. K OF 2022**

#### **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](mailto:Margaret.Sezuni@opm.gov.na) not later than the 10<sup>th</sup> 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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CLOSING DATE 29 DECEMBER 2022**

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 Namibia Qualification Authority (NQA).**
- (iii) A separate application must be submitted for each post applied for and the number of the circular as well as the post designation and relevant post number (where applicable) must be clearly indicated on each application form (form 156043).
- (iv) The required appropriate experience referred to in the annexure includes all previous appropriate experience, irrespective of which rank or post it was acquired in, as well as appropriate experience gained whilst employed in the private sector (where applicable).
- (v) Note must be taken that competition for vacancies have been limited. **Staff members must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level** (e.g. a Senior Administrative Officer Grade 10 whose probation is confirmed can apply for a vacancy of Chief Administrative Officer Grade 8).

**(b) To Offices/Ministries/Agencies of Candidates**

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

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

(ii) Representations for retention of services:

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

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

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

**(d) General**

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

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

6. **CLOSING DATE: 29 DECEMBER 2022**

***Signed by Tuyakula Haipinge***  
**TUYAKULA HAIPINGE**  
**DEPUTY EXECUTIVE DIRECTOR: DPSM**

## MANAGEMENT CADRE

**MINISTRY OF HEALTH AND SOCIAL SERVICES  
DIRECTORATE: PRIMARY HEALTH CARE SERVICES  
DIVISION: PUBLIC ENVIRONMENTAL HEALTH SERVICES**

<b>Post Designation</b>	:	Deputy Director Grade 4 ( <b>Re-advertisement</b> )
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$492,567 – N\$517,836
<b>Housing benefit</b>	:	N\$68,188 per annum
<b>Motor Vehicle Allowance</b>	:	N\$102,701 per annum

**Minimum requirements:** A B-degree in Environmental Health at NQF Level 7 plus nine (9) years appropriate experience.

**Additional requirement:** Candidate must have been at supervisory level of Grade 5 or Grade 6 depending on the functional levels of the specific job category with three (3) years' appropriate experience. Post graduate training in the field of Epidemiology or Public health will serve as an advantage.

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**DEPARTMENT: POLICY DEVELOPMENT AND RESOURCE MANAGEMENT  
DIRECTORATE: POLICY AND PLANNING**

<b>Post designation</b>	:	Director Grade 3
<b>1 x Post</b>	:	Windhoek (Head office)
<b>Salary Scale</b>	:	N\$528,193 – N\$560,522
<b>Housing Benefit</b>	:	N\$81,558 per annum
<b>Motor Vehicle Allowance</b>	:	N\$114,475 per annum

**Minimum requirements:** An appropriate B-Degree at NQF Level 7 plus nine (9) years appropriate experience.

**Additional Requirements:** Candidate must have been at supervisory level of a Deputy Director Grade 4 with five (5) years' appropriate experience. Must have one of the following Bachelor's degree: Health Economics or Health Financing or Public Health or Public Policy or Public Administration or Public Management or Economics. A Master degree at NQF L9 in the above courses will be an added advantage. Must have a driver's licence.

**Key performance areas:**

- Strategic coordination of policy development, planning and health financing functions and decision-making.
  - Stakeholder coordination and engagement
  - Monitoring and evaluation
  - Coordination and management of the directorate
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## DIRECTORATE: ZAMBEZI REGION

<b>Post designation</b>	:	Director Grade 3
<b>1 x Post</b>	:	Katima Mulilo
<b>Salary Scale</b>	:	N\$528 193 – N\$560,522
<b>Housing Benefit</b>	:	N\$81,558 per annum
<b>Motor Vehicle Allowance</b>	:	N\$114,475 per annum

**Minimum requirements:** A B-Degree on NQF Level 7 in Health-related science plus nine (9) years appropriate experience in Primary Health Care, Public Health and Health Management.

**Additional requirements:** The candidate must be at a supervisory level of a Deputy Director Grade 4 with five (5) years appropriate experience in the field of management and administration. Must be computer literate and must have a driver's license.

### **Key Performance Areas:**

- Policy formulation and strategic planning
- Planning and budgeting
- Coordinating & directing
- Monitoring and Evaluation

Candidates employed in the Public Service must attached letter of confirmation on probation, fail to attached will automatically disqualify the application. Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by originally certified copies of educational qualifications, Identity document and detailed CV and academic records. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).** Applicants who failed to complete all items on the application form (incomplete applications) and not attaching the necessary documents will disqualify the application.

### **Applications must be addressed to:**

**The Executive Director  
Ministry of Health and Social Services  
Private Bag 13198  
Windhoek.**

### **Hand delivery to:**

Human Resource Management office, Head office, Windhoek.

**Enquiries:** Mr. N. Tauya, HRM office, Tel. No.: 061-2032189

## MINISTRY OF HEALTH AND SOCIAL SERVICES

**DIRECTORATE: TERTIARY HEALTH CARE & CLINICAL SUPPORT SERVICES**

**DIVISION: HEALTH TECHNOLOGY**

**SUBDIVISION: TECHNICAL SUPPORT SERVICES**

<b>Post designation</b>	:	Engineer Grade 6
<b>1 x Post</b>	:	Windhoek (Head office)
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum

**Minimum requirements:** Registration as Professional Engineer/Incorporated Engineer with the Engineering Council of Namibia.

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**DIRECTORATE: HEALTH TECHNOLOGY & FACILITY MANAGEMENT**

**DIVISION: PHYSICAL FACILITY PLANNING**

**SUBDIVISION: PLANNING**

<b>Post Designation</b>	:	Chief Architect Grade 5
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$412,001 – N\$492,567
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum requirements:** Registration with the Namibian Council for Architects and Quantity Surveyors as Professional Architect.

**Additional requirement:** Candidate must be proficiency in computer aided programmes Archicad/ Autocad/Revit and Microsoft, word, excel / PowerPoint. Candidate must have a valid driver's licence, minimum code B. Preference will be given to Namibian Citizens and persons with disabilities are encouraged to apply.

**Enquiries:** Ms. N. Tauya, HRM office, Tel. No: 061-2032189.

Candidates employed in the Public Service must attached letter of confirmation on probation, fail to attached will automatically disqualify the application. Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by originally certified copies of educational qualifications, Identity document and detailed CV and academic records. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).** Applicants who failed to complete all items on the application form (incomplete applications) and not attaching the necessary documents will disqualify the application.

**Applications must be addressed to:**

The Executive Director,  
Ministry of Health and Social Services  
Private Bag 13198  
Windhoek.

**Hand delivery to:**

Human Resource Management office, Head office, Windhoek.

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**DIRECTORATE: OMAHAHEKE REGION**

**DIVISION: REHABILITATION AND SOCIAL WELFARE SERVICES**

**SUBDIVISION: REHABILITATION**

<b>Post Designation</b>	:	Senior Occupational Therapist Grade 6
<b>1x Post</b>	:	Gobabis (Regional Office)
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Housing Allowance</b>	:	N\$14,520.00 per annum
<b>Transport Allowance</b>	:	N\$8,760.00 per annum

**Minimum Requirements:** An appropriate B. degree or equivalent qualification on NQF level 7 plus three (3) years appropriate experience and Registration with the Health Professions Councils of Namibia as an Occupational Therapist.

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**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES**

**SUBDIVISION: GOBABIS DISTRICT HOSPITAL**

**SECTION: PROFESSIONAL SERVICES**

**SUB-SECTION: MEDICAL SERVICES**

<b>Post Designation</b>	:	Medical Officer Grade 5
<b>1x Post</b>	:	Gobabis
<b>Salary Scale</b>	:	N\$412,001 – N\$492,567
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Fixed Overtime</b>	:	N\$220,488 per annum
<b>Motor Vehicle Allowance</b>	:	N\$78,762 per annum

**Minimum Requirements:** Registration as Medical Practitioner

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

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

**Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.**



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

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

**Enquiries:** Mr. Jeremia Shikulo or Ms. Edla Maiseuanaani

**Tel:** 062-577000

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## MINISTRY OF HIGHER EDUCATION, TECHNOLOGY AND INNOVATION

### DIRECTORATE: GENERAL SERVICES SUBDIVISION: FINANCE

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

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

#### **Additional Requirements:**

- A B. Degree in Accounting, majoring in Accounting.
- Applicants with at least 8 years of experience in Accounting of which 4 years must be at supervisory level.
- Knowledge of the Integrated Financial Management System (IFMS) on all modules.
- Experience in the budget preparation and budget execution process of Government.
- Experience in the compilation of budget documents (Accountability Reports, MTP and MOF forms).

**Enquiries:** Mrs A.N Mbulu, **Tel.** 061- 435 6041

**Note:** All applications should be done on the Amended Form **156043** & **156094**, (obtainable at any government office) All applicants must attach certified copies of educational certificates and identification documents. All foreign obtained qualification(s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). **Failure to comply with the above mentioned requirements, will result in immediate disqualification.**

In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. No documents will be returned.

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### DEPARTMENT RESEARCH, INNOVATION AND TRAINING DIRECTORATE: RESEARCH AND INNOVATION DIVISION: RESEARCH

<b>Post Designation</b>	:	Science and Technology Officer Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirements:** A Degree or an equivalent qualification on NQF L8 majoring in one of the following subjects: Geography, Physics, Chemistry, Biochemistry,

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Microbiology, Botany, Zoology, Biology, Geology, Food Technology, Marine Biology, Life Sciences, Mathematics, etc.

**Additional requirements:** Candidates with a Degree on NQF L8 in Natural Science, particular in the area of geographic information systems, remote sensing, and space technology. With broad understanding of IT systems will serve as an advantage.

**Main Responsibilities:** To assist in the development, coordination, promotion and implementation of national research, science and technology programs and policies, monitoring and evaluation of the implementation of STI development programs, to promote STI publications, research reports, patents, dissemination of research findings and prototypes development; to assist in the promotion and development of applied research towards value-added product development, to coordinate, liaise and facilitate STI programs in partnership with key stakeholders.

**Job Characteristics:** Working knowledge of standard computer programs and their applications. The incumbent will at all times familiarize him/her with the rules, regulations, policies and relevant acts that has bearing on his/her operation and specifically on his/her duties. This will include international development in the area of his/her responsibility.

**Enquiries:** Dr Lisho Mundia, Director- Tel. 061- 435 6026 / Dr Natascha Cheikhoussef Deputy Director- Tel: 061-435 6019: Research and Innovation

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**DEPARTMENT RESEARCH, INNOVATION AND TRAINING  
DIRECTORATE: RESEARCH AND INNOVATION  
DIVISION: INNOVATION**

<b>Post Designation</b>	:	Science and Technology Officer Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirements:** A Degree or an equivalent qualification on NQF L8 majoring in one of the following subjects: Geography, Physics, Chemistry, Biochemistry, Microbiology, Botany, Zoology, Biology, Geology, Food Technology, Marine Biology, Life Sciences, Mathematics, etc.

**Additional requirements:** Candidates with a Degree on NQF L8 in Natural Science, particular in the area of geographic information systems, remote sensing, and space technology. With broad understanding of IT systems will serve as an advantage.

**Main Responsibilities:** To assist in the development, coordination, promotion and implementation of national research, science and technology programs and policies, monitoring and evaluation of the implementation of STI development programs, to promote STI publications, research reports, patents, dissemination of research findings and prototypes development; to assist in the promotion and development of applied research towards value-added product development, to coordinate, liaise and facilitate STI programs in partnership with key stakeholders.

**Job Characteristics:** Working knowledge of standard computer programs and their applications. The incumbent will at all times familiarize him/her with the rules, regulations, policies and relevant acts that has bearing on his/her operation and specifically on his/her duties. This will include international development in the area of his/her responsibility.

**Enquiries:** Dr Lisho Mundia, Director- Tel. 061- 435 6026 / Dr Natascha Cheikhoussef Deputy Director- Tel: 061-435 6019: Research and Innovation

**Note:** All applications should be done on the Amended Form **156043 & 156094**, (obtainable at any government office) All applicants must attach certified copies of educational certificates and identification documents. All foreign obtained qualification(s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). **Failure to comply with the above mentioned requirements, will result in immediate disqualification.**

In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. No documents will be returned.

**Applications should be addressed to:**

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

**OR**

**Hand deliver at:**

Government Office Park, Luther Street  
Ministry of Education Building, First Floor, Left wing, room 144B.

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## MINISTRY OF URBAN AND RURAL DEVELOPMENT

DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES AFFAIRS  
DIRECTORATE: REGIONAL, LOCAL GOVERNMENT AND TRADITIONAL AUTHORITIES

### COORDINATION

DIVISION: LOCAL AUTHORITIES COORDINATION  
SUB-DIVISION: ADMINISTRATIVE SUPPORT SERVICES

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$337,984- N\$403,922
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,160 per annum

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

**Supplementary requirements:** Preference will be given to applicants who have knowledge and experience in the following fields; Public Management / Public Administration and/or Business Administration or equivalent field.

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DIVISION: LOCAL AUTHORITIES COORDINATION  
SUB-DIVISION: ADMINISTRATIVE SUPPORT SERVICES

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$227,453-N\$271,828
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,160 per annum

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

**Supplementary requirements:** Preference will be given to applicants who have knowledge and experience in disaster risk and emergency management. Valid Driver's licence will serve as an added advantage.

Enquiries: Ms Prisca Anyolo  
Tel: 297 5805

**NB:** Candidates with foreign qualifications must attach proof of evaluation of such qualifications from Namibian Qualification Authority (NQA). Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the application. Fax and email applications will not be considered

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

Applicants in the Public Service must apply through their Human Resources Office and attach proof of confirmation of probation to their application forms. **Please note:** Only shortlisted candidates will be contacted and no documents will be returned.

Completed application forms for employment No. 156043 together with the Health Questionnaire form No. 156094 (obtainable from any Government Office/Ministry/Agency) with originally certified copies of educational qualifications and proof of citizenship must be addressed to:

The Executive Director  
Ministry of Urban and Rural Development  
Private Bag 13289  
Windhoek.

OR

**Hand deliver to:**

Ministry of Urban and Rural Development  
Government Office Park  
Luther Street, 1<sup>st</sup> floor, room 108

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## KAVANGO WEST REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE SUB-DIVISION: HUMAN RESOURCES

<b>Post Designation</b>	:	Principal Grade 5
<b>2 x Posts</b>	:	Christian J Haihambo Combined School and Mukekete Primary School
<b>Salary Scale</b>	:	N\$412,001 – N\$492,567
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

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

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#### CIRCUIT: KATJINAKATJI

<b>Post Designation</b>	:	Head of Department Grade 6 (Geography and History Grade 8 – 11)
<b>1 x Post</b>	:	Katjinakatji Combined School
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

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

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#### CIRCUIT: NCUNCUNI

<b>Post Designation</b>	:	Head of Department Grade 6
<b>2 x Posts</b>	:	Ndonga Primary School (Area of specialization: Rukwangali Junior Primary (Pre to Grade 3) Ngwa-Ngwa Primary School (Area of specialization: Rukwangali Junior Primary (Pre to Grade 3)
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirement:** A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** An appropriate recognized 3-year non-teaching qualification (or equivalent) on NQF level 6 in

relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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#### **CIRCUIT: NCAMAGORO**

<b>Post Designation</b>	:	Head of Department Grade 6 (Geography and History Grade 8 – 11)
<b>1 x Post</b>	:	Ncamagoro Combined School
<b>Salary Scale</b>	:	N\$337,984- N\$403,922
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

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

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#### **CIRCUIT: BUNYA**

<b>Post Designation</b>	:	Head of Department Grade 6 (English and Rukwangali Grade 8 – 11)
<b>1 x Post</b>	:	Bunya Combined School
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

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

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#### **CIRCUIT: NZINZE**

<b>Post Designation</b>	:	Head of Department Grade 6
<b>2 x Posts</b>	:	Olavi Sivhute Combined School (Mathematics & Science Grade 8 – 11) Mbandu Murangi Junior Primary School (Rukwangali Junior Primary (Pre to Grade 3))
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

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

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## CIRCUIT: KANDJIMI

<b>Post Designation</b>	:	Head of Department Grade 6
<b>5 x Posts</b>	:	Kulisuka Primary School (Area of specialization Rukwangali Junior Primary (Pre to Grade 3)
	:	Kulisuka Primary School (Area of specialization: Mathematics and Science Grade 4 – 7)
	:	Nkurenkuru Combined School (Area of specialization: Mathematics and Science Grade 8 – 12)
	:	Kandjimi Murangi Secondary School (Area of specialization: Geography and Development Study Grade 8 – 12)
	:	Kahenge Combined School (Area of specialization: English and Rukwangali Grade 4 – 7)
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

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

**NB:** Complete a prescribed application form in full "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application".

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

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

### PLEASE SEND APPLICATIONS ON PRESCRIBED FORMS TO:

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

OR

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

**PSM CIRCULAR NO. K OF 2022, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 28 NOVEMBER 2022, CLOSING DATE 29 DECEMBER 2022**

HR Office

**Inquiries:** Human Resource Office  
Tel 066-264 976

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## OTJOZONDJUPA REGIONAL COUNCIL

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

<b>Post Designation</b>	:	Head of Department Grade 6 Junior Primary Phase Grade 0-3: English and Khoekhoegowab
<b>1x Post</b>	:	Spes Bona Primary School
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Salary Notch</b>	:	N\$337984 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	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.

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<b>Post Designation</b>	:	Head of Department Grade 6 Secondary Phase: Commerce Grade 8-12
<b>1x Post</b>	:	Paresis Secondary School
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	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.

**Supplementary Requirements:** Applicant must have a tertiary teaching qualification specializing in Accounting Grade 8-12 and any other Commerce subject (s) at Grade 8-12.

#### **Application Procedures:**

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

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

**Applications must be addressed to the following address:**

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

**Hand Delivery:**

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

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

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**OHANGWENA REGIONAL COUNCIL**  
**DIRECTORATE OF EDUCATION, ARTS AND CULTURE**  
**DIVISION: PROGRAMMES AND QUALITY ASSURANCE**  
**CIRCUIT: OHANGWENA**

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

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

OR

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

**Applicant should note the following:**

Applications for employment on form (156043) and Health Questionnaire (156094) obtainable from all government offices, must be accompanied by a comprehensive CV, two recent testimonials from 2021 to date, certified copies of Namibian ID or proof of citizenship, educational qualifications and academic records/transcripts. Proof of confirmation of probation must be attached. Preference will be given to Namibian nationals. Suitably qualified persons from designated groups are encouraged to apply. Faxed or emailed applications will not be accepted. Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA). Failure to complete all items on the application and not attaching all the necessary documents will disqualify the application. Only shortlisted candidates will be contacted. No application form for employment, CV and/or other supporting documents will be returned to the applicant.

Completed applications must be addressed to:

**The Director**  
**Ohangwena Regional Council**  
**Directorate of Education, Arts and Culture**  
**Private Bag 88005**  
**EENHANA**

**Enquiries: Hilma N. Ambunda / Sara H.L.T Ndeshimona**  
**TEL. NO: 065-290294/290319**

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

		<b>Re-advertisement</b>
<b>Post Designation</b>	:	Principal Grade 5
<b>15x Posts</b>	:	Uukwiyongwe Combined School (Oshakati Circuit)
	:	Joseph Mbangula Primary School (Oshakati Circuit)
	:	Oshana Secondary School of Computing (Oshakati Circuit)
	:	Afoti Combined School (Oshakati Circuit)
	:	Omaalala Primary School (Eheke Circuit)
	:	Elago Combined School (Eheke Circuit)
	:	Omagongati Combined School (Eheke Circuit)
	:	Eyelyehongo Primary School (Eheke Circuit)
	:	Niitembu Primary School (Onamutai Circuit)
	:	Onamutai Primary School (Onamutai Circuit)
	:	Okadila West Combined School (Onamutai Circuit)
	:	Ediva Primary School (Onamutai Circuit)
	:	Charles Anderson Combined School (Ompundja Circuit)
	:	International Primary School (Ompundja Circuit)
	:	Mweshipandeka Secondary School (Ompundja Circuit)
<b>Salary Scale</b>	:	N\$412,001 – N\$492,567
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum

**Appointment requirement:** A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus seven (7) years teaching experience.

**NB:**

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

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE**  
**SECTION: DIAGNOSTIC, ADVISORY AND COUNSELLING SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6
		<b>Re-Advertisement</b>
<b>2 x Posts</b>	:	Ongwediva Teacher's Resource Centre
<b>Salary Scale</b>	:	N\$337, 984 – N\$403,922
<b>Housing Allowance</b>	:	N\$14,520-00 per annum
<b>Transport Allowance</b>	:	N\$8,760-00 per annum

**Appointment Requirement:** An appropriate qualification or equivalent qualification on NQF Level 8 plus 3 years appropriate experience Or An appropriate degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience.

**Supplementary Requirements:** Preference will be given to candidates with qualification in Psychology/ Education Psychology or Inclusive Education on NQF Level 7 or high plus three years appropriate Counselling services experience. Computer literacy and a valid driver's license will be added advantage.

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

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

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

Or

Hand Delivery  
Human Resource Office  
906 Sam Nuyoma Road  
Old Complex (Oshakati Town Council)

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

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