



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

Tel.: (+264 61) 287 3061
Fax: (+264 61) 225 076
Ref.: **13/18/5**
Enquiries: Mr Samuel Guruseb
E-mail: Samuel.Guruseb@opm.gov.na

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

10 March 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. C 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

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

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

(a) To Candidates

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

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

(b) To Offices/Ministries/Agencies of Candidates

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

(ii) Representations for retention of services:

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

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

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

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: 10 APRIL 2023

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

NATIONAL ASSEMBLY SECRETARIAT DIVISION: PERFORMANCE IMPROVEMENT

Post designation	:	Deputy Director Grade 4: Performance Improvement (Re-Advertisement)
1 x Post	:	Windhoek
Salary	:	N\$492,567 –N\$517,836
Housing benefit	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum

Minimum requirements: A B-Degree in Human Resources, Public Administration or Business Administration majoring in Human Resources at NQF Level 7 plus no less than 9 years appropriate experience. Five (5) years should have been spent on the supervisory / middle management level.

Additional Requirements:

Be a Namibian Citizen

The Candidates must have appropriate experience in the field of Monitoring and Evaluation.

The following will be an added advantaged:

A Master's degree in Human Resources, Public Administration or Business Administration.

Main duties and skills required for the job:

- This job category includes personnel involved with the determination and execution of policy, organization, financing, personnel provisioning and utilization, the determination of procedures and control as well as the making of decisions and liaising of certain functional activities.
- Head, control, maintain, monitor, direct and manage the Division in capacity building of its functions of: - performance improvement, management and provide advice to all Directorates and Divisions within the National Assembly.
- Report to the Secretary of the National Assembly
- Coordinate Strategic Planning, Annual Plans, Performance Agreements, Quarterly and Annual Performance Reports, Affirmative Action Plans and Reports, Business Process Re-engineering Process, Monitoring and Evaluations and Annual Reports, NDP 5 and all Policy related issues.
- Responsible for the implementation of Reform Initiatives in the national Assembly.
- Develop, review, oversee and evaluates the implementation of the various performance management related directives, manuals and policies in the National Assembly.
- Ensure that Performance Management Programs, Strategic Plans, Annual Plans, Performance Agreements, Personal Development Plans are implemented, enforced, maintained, monitored, evaluated and adhered to.
- Be the Principal Performance Management and Improvement Officer of the National Assembly Secretariat.
- Provide expert advice, guidance and support to Managers, Supervisors and General Staff Members at the National Assembly in Performance Management and Improvement related matters.

Enquiries: Ms. Lydia T. Kandetu, Tel 2889111 x 2503 / HR Practitioners at Tel 2889111 x 2517/2606/2659

Addressed to:

The Secretary of the National Assembly

Private Bag 13323

WINDHOEK

MANAGEMENT CADRE

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL SERVICES

DIRECTORATE: LOWER COURTS

DIVISION: COURT ADMINISTRATION LOWER COURTS (WINDHOEK AND KEETMANSHOOP MAGISTERIAL REGION

Post designation	:	Deputy Director Grade 4
1xPost	:	Head Office, Windhoek
Scale of salary	:	N\$ 492, 567 – N\$ 517, 836
Housing benefit	:	N\$ 68, 188 per annum
Total Motor Vehicle Allowance:	:	N\$102, 701 per annum
Capital costs	:	N\$ 76, 950 per annum
Running costs	:	N\$ 25, 751 per annum

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

NB: Please note that this post is vettable in respect of the shortlisted candidates.

Additional requirement

- Preference will be given to candidate with extensive knowledge and experience in quasi-judicial functions and court administration at Magistrate's Offices;
- Applicants within the Public Service must be at the level of Control Legal Clerk Grade 6; and
- A valid Driver's License

Key Accountabilities

- Control, maintain, monitor, direct and manage the administrative duties of the Division Court Administration Lower Courts (Windhoek and Keetmanshoop Magisterial Region);
- Provide supervision and in-service training to administrative staff;
- Execute the administrative duties as prescribed by the Codified and Treasury Instructions and other relevant legal instructions;
- Oversee the assessment of performance agreements of staff members on a quarterly basis;
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Courts; Perform administrative duties as prescribed in the codified and Treasury Instructions and other relevant legal instruments;
- Oversee the implementation of recommendations pointed out by internal and external audit, in respect of reports carried out at the magistrates offices;
- Provide advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc;
- Conduct interviews, to recruit staff for appointments and promotions;
- Launch investigation concerning the reported/detected/suspected cases of irregularities and misconducts;
- Identify the risks at the Magistrates' offices and ensure that the identified risks are mitigated;

- Facilitate the implementation and achievement of the strategic objectives as outlined in the strategic plan and annual plan; and
- Execute any other duties assigned by the supervisor or any other authorised persons.

APPLICANTS SHOULD NOTE THE FOLLOWING:

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

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

Please further note:

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

Enquiries:

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

Ms. Tangeni Haitula	Tel: 061- 435 3554
Ms. Aletta Emvula	Tel: 061- 435 3603
Ms. Ndilimeke Ameya	Tel: 061- 435 3605

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

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

OR

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

FAXED APPLICATIONS WILL NOT BE CONSIDERED.

MANAGEMENT CADRE

ERONGO REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION

Post Designation	:	Director Grade 3
1xPost	:	Swakopmund
Scale of Salary	:	N\$ 528, 193 – 560, 522 per annum
House Allowance	:	N\$ 81, 558 per annum
Vehicle Allowance	:	N\$ 124,729 per annum

Minimum requirements: An appropriate Bachelor Degree at NQF L7 (or equivalent qualification) plus 9 years appropriate experience.

Additional Requirements: The candidate must be at a supervisory level of a Deputy Director Grade 4 with five (5) years appropriate experience with proven managerial abilities with emphasis on management functions and general administration. Must be computer literate and must have a driver's license.

Competitive field:

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

Main duties of the job:

- Responsible for the implementation of National Policy on Human Resources and capacity building
- Providing advisory and support services to the Chief Regional Officer on financial and personnel matters.
- Ensure the proper implementation of Council decisions.
- Responsible for the preparations of the Council budgets, implementations and control
- Overall responsibilities for personnel functions including staff development in the Council.
- Provision of support services to the Council, Villages and Settlement areas on personnel and Finances matters.
- Carry out inspections within the Council, Villages and Settlements areas to ensure compliance with prescribed staff and finance rules and standards.
- Supervise the functions of the implementation.
- Coordination and liaise with stakeholders on personnel and financial matters.
- Participate in the decentralization awareness raising campaign and ensure the implementation of the plans.
- Advise the Chief Regional Officer on all issues pertaining to finance and personnel.
- Assist the Council in the interpretation and application of the Labour Act, Finance Act, Public Service Act 2 of 1980, Treasury Instructions, Personnel Administration Measures and Delegations.
- Develop and produce guidelines on personnel matters in collaboration with the Regional Council and the line Ministries.
- Articulate decentralization Policy and Legislation to all stakeholders.
- Promote good governance by developing standards and operational procedures.
- Liaise with the Ministry of Justice and the Office of the Attorney General on legal matters.
- Produce quarterly progress reports on decentralization legislation and make amendments where necessary.
- Consult with Regional Council and Local Authorities on the implementation of the decentralization policies.
- Consult with relevant stakeholders on the drafting of policies and regulations.

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- Hold periodic review on decentralizations reform process.
- Carry out any other duties as may be lawfully assigned by the Supervisor.

Enquiries: E Haindongo / Mr J Amasiku Tel: 064-410 5738 or Tel: 064 4105756

To candidates:

- **Applications must be accompanied by comprehensive curriculum vitae, testimonials and original certified copies of educational qualifications, academic records/transcripts.**
- **All Public Servant applicants should send their applications through their O/M/A Human Resource offices and confirmation of probation letters must be attached.**
- **All foreign qualifications must be accompanied by an evaluation of qualification by the Namibia Qualifications Authority (NQA).**
- **Failure to complete all items on the application form for employment (latest revised) and not attaching the necessary documents will disqualify the application.**
- **Only shortlisted candidates will be considered and no personal documents will be returned.**
- **Women and people with disabilities who meet the advertised requirements are encouraged to apply.**

Application must be submitted to:

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

Or Hand delivery at:

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

MANAGEMENT CADRE

KAVANGO EAST REGIONAL COUNCIL

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

Post Designation	:	Deputy Director Grade 4
1x Post	:	Rundu
Scale of Salary	:	N\$492,567 – N\$517,836
Salary Notch	:	N\$492,567 per annum
Housing Benefit	:	N\$68,188 per annum
Motor vehicle allowance (Running Cost)	:	N\$102,701 per annum

Appointment requirements: A B Degree at NQF L7 plus 9 years' appropriate experience.

Supplementary requirements: Reference will be given to candidates in possession of a Master Degree in Education and at least 2 years' appropriate experience in Managerial position.

NB: Candidates must ensure that a 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
Directorate of Education, Arts & Culture
Kavango East Regional Council
Private Bag 2134
Rundu

Or Hand Delivery @ Kavango East Regional Office - Rundu

Enquiries: Mr. W. K Ndumba/ Mr. P. N Sifire, Tel: 066-25589111

MANAGEMENT CADRE

//KHARAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post designation	:	Director Grade 3
1x Post	:	Keetmanshoop
Scale of Salary	:	N\$ 528, 193 x P – 560, 522
Housing Benefit	:	N\$ 81,558-00 per annum
Capital Cost	:	N\$ 87,202-00 per annum
Running Cost	:	N\$ 27,273-00 per annum

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

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

- Four (4) years' experience in Middle Management (Deputy Director or Similar) Or higher level of which two (2) years must be managerial experience within Public Entity.
- Must have planning and analytical skills and have passion for education and be able to adapt to challenges in the Region.
- The post requires a high level of management in strategic planning, education planning and management, budget planning analysis (public finance management), procurement management and Public Service Performance Management Systems implementation.
- Must be computer literate and should possess a valid driver's license

The ideal candidate would be one with following virtues: Embracing regional and national education Vision and Mission; Cultivating community and communication; Being open and adaptive to change; Using data for greater development; Demonstrating honesty and integrity; Leading by example; Being persuasive; Self-motivated and self-starter; High Level of ethics and professionalism; problem solving; dedication and commitment. Should be able to instill the culture that ensures that all teaching and non-teaching personnel, including the learner, are collaborating towards a common goal while improving standards and opportunities for the Region.

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

The Regional Director

Directorate of Education, Arts and Culture
| | Kharas Regional Council
Private Bag 2160
Keetmanshoop

OR

**Hand deliver at the Directorate of
Arts and Culture;
Wheeler Street, Keetmanshoop
| | Kharas Region**

MANAGEMENT CADRE

//KHARAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post designation	:	Director Grade 3
1x Post	:	Keetmanshoop
Scale of Salary	:	N\$ 528, 193 x P – 560, 522
Housing Benefit	:	N\$ 81,558-00 per annum
Capital Cost	:	N\$ 87,202-00 per annum
Running Cost	:	N\$ 27,273-00 per annum

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

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

- Four (4) years' experience in Middle Management (Deputy Director or Similar) Or higher level of which two (2) years must be managerial experience within Public Entity.
- Must have planning and analytical skills and have passion for education and be able to adapt to challenges in the Region.
- The post requires a high level of management in strategic planning, education planning and management, budget planning analysis (public finance management), procurement management and Public Service Performance Management Systems implementation.
- Must be computer literate and should possess a valid driver's license

The ideal candidate would be one with following virtues: Embracing regional and national education Vision and Mission; Cultivating community and communication; Being open and adaptive to change; Using data for greater development; Demonstrating honesty and integrity; Leading by example; Being persuasive; Self-motivated and self-starter; High Level of ethics and professionalism; problem solving; dedication and commitment. Should be able to instill the culture that ensures that all teaching and non-teaching personnel, including the learner, are collaborating towards a common goal while improving standards and opportunities for the Region.

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

The Regional Director

Directorate of Education, Arts and Culture
| | Kharas Regional Council
Private Bag 2160
Keetmanshoop

OR

**Hand deliver at the Directorate of
Arts and Culture;
Wheeler Street, Keetmanshoop
| | Kharas Region**

MANAGEMENT CADRE

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Director Grade 3
1xPost	:	Otjiwarongo
Salary scale	:	N\$ 528, 193 – x P 560, 522
Housing Benefit	:	N\$ 81, 558 per annum
Motor vehicle Allowance	:	
Capital Costs	:	N\$ 87 202 per annum
Running Costs	:	N\$ 27 273 per annum

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

Supplementary requirements: Preference will be given to candidates with a Master's Degree in Education, Finance & Administration and Public Management. At least four (4) years appropriate experience in Middle Management (Deputy Director or similar) or higher level of which two (2) years must be managerial experience within public entity. Must have planning and analytical skills and have passion for education and be able to adapt to challenges in the region. The post requires a high level of management in strategic planning, education planning and management, budget planning analysis (public finance management), procurement management and Public Service Performance Management System implementation. Must be computer literate and should possess a valid driver's License.

The ideal candidate would be one with following virtues: Embracing regional and national education Vision and Mission; Cultivating community and communication; Being open and adaptive to change; Using data for greater development; Demonstrating honesty and integrity; Leading by example; Being persuasive; Self-motivated and self-starter; High Level of ethics and professionalism; problem solving; dedication and commitment. Should be able to instill the culture that ensures that all teaching and non-teaching personnel, including the learners, are collaborating towards a common goal while improving standards and opportunities for the region.

IMPORTANT NOTES TO APPLICANTS

- The "Application for Employment"-form (new format) as well as the "Health Questionnaire" (available at all Offices/Ministries/Agencies) should be properly completed and signed. **Failure to properly complete all items on the "Application for Employment"-form and/or "Health Questionnaire" and not attaching the necessary/required documents to the application form will disqualify the application.**
- "Application for Employment"-forms should be accompanied by certified copies of the applicant's comprehensive curriculum vitae and all relevant certified copies of all educational / academic qualifications and the proof of Namibian citizenship, testimonial (s) and certificates of service from all previous employers.
- Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached.
- Interested and suitably qualified persons from designated groups are strongly encouraged to apply.

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

Only shortlisted candidates will be contacted, and no documents will be returned to unsuccessful applicants.

The Regional Director	or	Hand Delivery
Otjzondjupa Regional Council		Otjzondjupa Education Directorate, Arts & Culture
Directorate of Education, Arts & Culture		Human Resource Office
Private Bag 2618		
Otjiwarongo		

NATIONAL ASSEMBLY SECRETARIAT

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post designation	:	Chief Security Operations Officer Grade 6 (Re-Advertisement)
1 x Posts	:	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: A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 plus six (6) years appropriate experience.

General requirements: An appointment in this **Job category, irrespective of the functional level, is subject to vetting, and completed police, military, correctional service or security management basic training.** Confirmation of probation is subject to the successful completion of the Advanced Security Awareness training by Namibia Central Intelligence Services (NCIS), for the 2nd entry post to 2nd promotion post.

Main Duties

- Monitor and ensure that security programs (physical, information and personnel security) are implemented, enforced, maintained, evaluated and adhered to;
- Ensure implementation of the physical security systems (CCTV, access control, fire detectors and intrude alarms) and standing instructions;
- To assist the Deputy Director of security in detailed execution of Division's responsibilities;
- Ensure that Government assets (people, information and properties) are protected;
- Coordinate and liaise with NAMPOL and other Law Enforcement Agencies on security matters of the National Assembly;
- To develop, review, oversee and evaluates the implementation of the various security directives, manuals and policies in the National Assembly.
- 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
- Conduct background checks and do vetting
- Oversee and manage the performance of Senior Security Officer, Security Operations and Security Operations Assistant;
- To investigate the contravention of security directives and advise the Deputy Director: Security and Risks Management in respect of appropriate steps deemed necessary as a result of such investigations.

Enquiries: Mr. Gideon Shuuya Tel 2889111 x 2653 / HR Practitioners at Tel 2889111 x 2517/2606/2659

All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach such proof will not be considered for shortlisting.

Application forms for employment **must be completed in full.** Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

Only shortlisted candidates will be contacted and no personal documents will be returned.

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National Assembly is an equal opportunity employer. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply.** Application forms for employment (form 156043 & 156094) with a confirmation letter of probation in the current position, a comprehensive curriculum vitae, original certified copies of qualifications as well as academic records and all necessary documents should be addressed to:

The Secretary of the National Assembly
Private Bag 13323
WINDHOEK

Attention: Human Resources Office

OFFICE OF THE JUDICIARY

Post designation	:	Chief Legal Clerk Grade 8
1 x Post	:	Subdivision: Otjiwarongo
1 x Post	:	Magistrate's Office Outapi
1 x Post	:	Magistrate's Office Karasburg
1 x Post	:	Magistrate's Office Rundu
Scale of salary	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum Requirements: An appropriate National Diploma in Accounting, Business Administration, Public Management, Human Resource Management on NQF Level 6 or equivalent qualification plus **five (5)** years' experience in court administration.

Additional requirement

- Preference will be given to candidate with extensive knowledge and experience in quasi-judicial functions and court administration at Magistrate's Offices.
- A valid Driver's License (**a certified copy must be attached and license must be at least two(2) years old**)

Key Accountabilities

- Manage the administrative component at the magistrate's office;
- Perform quasi- judicial functions;
- Receive State revenue in respect of court fines and traffic fines and trust funds such as bail and maintenance monies;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions, Domestic Violence Act, Administration of Estates Act and other relevant legal instruments;
- Submit the monthly expenditure cashbook and Cash Account to Division Financial Management of Office of the Judiciary;
- Submit monthly expenditure Cash Accounts in respect of commercial bank accounts to Division Financial Management in Office of the Judiciary;
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Courts;
- Provision of advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, Revenue Instructions, State Finance Act, National Archives Act, , etc;
- Perform bookkeeping functions;
- Balance/Reconcile the Magistrate's Deposit Suspense Account;
- Compile and submit monthly reports in respect of revenue returns;
- Assess the performance agreements of all staff members;
- Supervise and train all staff; and
- Execute any other duties assigned by the supervisor or any other authorised persons

Key Competencies

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

Post designation	:	Senior Legal Clerk Grade 10
1 x Post	:	Magistrate's Office Grootfontein
1 x Post	:	Magistrate's Office Usakos
Scale of salary	:	N\$ 151,910 – N\$182,202
Housing Allowance	:	N\$11,616.00 per annum
Transport Allowance	:	N\$8,760.00 per annum

Minimum requirements:

- A Grade 12 (or Equivalent) certificate on NQF Level 3
Plus 3 years' experience in court administration

Additional requirements:

- An appropriate National Diploma on NQF Level 6 in Accounting, Business Administration, Public Management/Administration or Human Resources Management would be an added advantage;
- Candidates must have extensive knowledge and experience in quasi-judicial functions and court administration at Magistrates' Office.
- A valid Driver's License (**a certified copy must be attached and license must be at least two(2) years old**)

Key performance areas:

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

**DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: SUPREME AND HIGH COURTS**

Post designation	:	Senior Legal Officer Grade 5
3 x Posts	:	Windhoek
Scale of salary	:	N\$ 412, 001– N\$ 492,567
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum requirements:

- B. Juris Degree plus 6 years in-service experience as an Assistant Legal Officer plus certification of satisfactory performance;
- OR**
- BA LLB Degree plus 3 years in-service experience as a Legal Officer plus certification of satisfactory performances;
- OR**
- BA LLB Degree plus Registration as provided for in the appropriate legislation.

Additional requirement:

- Admission as Legal Practitioner in Namibia; and
- Proficiency in Microsoft Office Programs (tested during interviews).

Purpose of the post:

The incumbent of this position will be assisting Judges of the High Court with research, case management and court proceedings in general

Key performance area:

- Communicate with Legal Practitioners regarding case management and procedural requirements;
- Assist the judges during courtroom proceedings;
- Conducting legal research on behalf of the Judges of the High Court and Supreme Court;
- Prepare bench memos and other legal memoranda with respect to pleadings and depositions;
- Proof reading Judges orders and judgments;
- Verifying legal citations for accuracy;
- Summarize common cause facts and issues on pleadings;
- Issuing of Court process, i.e. Judicial Case Management notices, etc.
- Prepare draft orders for the Judges' approval before signature and verification and signing of such orders; and
- Assist Judges with all cases from inception to conclusion

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post designation	:	Chief Security Operations Officer Grade 6
1 x 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

Minimum requirements: A National Diploma in either Security Management, Police Science, Correctional Service Management or Military Science on NQF Level 6 **with 5 years** working experience.

NB: Please note that this post vettable in respect of the shortlisted candidates.

Additional Requirements:

- Preference will be given to candidates with a B Degree in either Security Management, Police Science, Correctional Service Management or Military Science on NQF Level 7; and
- Valid driver's License with at least **(two) 2 years** driving experience.

Key performance areas:

- Compliance with the Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules, Treasury Instructions, Tender Board Regulations, and other relevant Acts and Regulations;

- To work closely with and provide support to the Deputy Director for Security and Risk Management Division to ensure the safety and security of the personnel and assets of the Office of the Judiciary;
- To provide leadership to subordinates and evaluate their work;
- Monitor the progress of Division projects and offer suggestions for the completion of assigned projects;
- Co-ordinate the security needs from the Directorates, Divisions and Offices
- Organize, direct, coordinate, supervise and control the implementation of physical security programs in the Office of Judiciary;
- Conduct investigations and coordinate with law enforcement agencies;
- Co-ordinate the handling of classified information and communication as per the Office of the Judiciary's Security Policy and Procedure Manual;
- Monitor the utilization of technical equipment including cameras, computers, radar, Close Circuit Television;
- Set up monthly operational activities of the Division; and
- Execute any other duties assigned by the Deputy Director or any other authorised person.

DIVISION: INTERNAL AUDIT

Post designation	:	Internal Auditor Grade 8
1 x 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 B Degree in Auditing, Accounting or Commerce on NQF level 7 (or equivalent qualification), plus **three (3)** years appropriate experience.

Additional requirements: Valid driver's License with at least **(two) 2 years** driving experience.

Key Competencies:

- General competencies namely: results driven, service orientation, problem solving, teamwork, collaboration and continuous development;
- Sound knowledge of internal audit processes and systems in the Public Service;
- Good communication and presentation skills;
- Understanding of statutory guidelines and business processes; and
- Understanding risk management and mitigation of risks.

Key performance areas:

- Prepare audit plan to execute audits;
 - Conduct preliminary audit surveys on audits;
 - Interview stakeholders to familiarize with operational processes;
 - Develop system description of processes and control measures;
 - Develop audit test programs to check compliance;
 - Conduct system reviews and follow-up audits;
 - Draft reports to management on findings and recommendations; and
 - Execute any other duties assigned by the Deputy Director/Chief Internal Auditor or any other authorised person.
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DEPARTMENT: JUDICIAL MANAGEMENT

DIRECTORATE: ADMINISTRATION DIVISION: INFORMATION TECHNOLOGY

Post designation	:	Analyst Programmer Grade 9
1 x Post	:	Windhoek
Scale of salary	:	N\$205,681 – N\$246,204 (P)
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirements: A Diploma in Information and Technology, Business Computing or Software Development on NQF Level 6 or equivalent qualification.

Additional requirements:

- Preference will be given to candidates with programming experience including understanding of data structures, data encoding, operating systems and synchronization techniques;
- Experience in website development and management of web services;
- Knowledge of business procedures/rules and interrelationship with database management;
- Knowledge and experience of various programming languages and/or preferable, JAVA, PL/SQL, SQL, CMS, Web designer, JavaScript and php.
- Experience with relational databases;
- Skills in using Structural Query Languages (SQL);
- A level of integrity, flexibility and initiative;
- Proven problem-solving ability, and
- Valid driving license with at least **two (2) years'** driving experience.

APPLICANTS SHOULD NOTE THE FOLLOWING:

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

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

Please further note:

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

Enquiries:

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

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Ms. Tangeni Haitula
Ms. Aletta Emvula
Ms. Ndilimeke Ameya

Tel: 061 - 435 3554
Tel: 061 - 435 3603
Tel: 061 - 435 3605

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

The Executive Director
Office of the Judiciary
Private Bag 13412
WINDHOEK

OR

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

FAXED APPLICATIONS WILL NOT BE CONSIDERED.

MINISTRY OF AGRICULTURE, WATER AND LAND REFORM

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION DIRECTORATE: GENERAL SERVICES DIVISION: HUMAN RESOURCES SECTION: HUMAN RESOURCES REGISTRY

Post designation	:	Senior Administrative Officer Grade 10
1xPost	:	Windhoek
Scale of Salary	:	N\$151,910 – N\$182,202
Housing allowance	:	N\$11,616 per annum
Transport allowance	:	N\$ 8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus one (1) year appropriate experience or Grade 12 Certificate with 20 points over 5 subjects including an E-grade in English (NQF Level 3) plus three (3) years appropriate experience in Registry and Electronic Records Management Processes, basic understanding of Electronic Records Management Systems (ERDMS), Knowledge of the Archive's Act and Code, Public Service Staff Rules and Human Resource Matters.. The incumbent must be able to mentor Administrative Officers, be computer literate (MS Office) and be in possession of a valid drivers' license.

A detailed job description is available on request.

Enquiries: Mr. Elifas Andreas/Ms Ivy Plaatjies, Tel No: 061 208 7414

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION DIRECTORATE OF PLANNING AND BUSINESS DEVELOPMENT DIVISION: TRADE AND BUSINESS DEVELOPMENT SUBDIVISION: BILATERAL AND REGIONAL CO-OPERATION

Post designation	:	Chief Agro-Business Analyst Grade 6
1xPost	:	Windhoek
Scale of Salary	:	N\$337,984 – N\$403,922
Housing allowance	:	N\$14,520 per annum
Transport allowance	:	N\$8,760 per annum

Minimum requirement: An appropriate B-degree on NQF Level 7 in one of the following fields: Agricultural Economics, Economics, Agribusiness Management, International Trade, Statistics and Business Management or equivalent qualifications PLUS 5 years appropriate working experience in the public sector, private sector, international organizations or trade related research institutions. Previous working experience in bilateral, regional and multilateral cooperation will be added advantage.

The incumbent will directly report to the Deputy Director of Agro-Trade and Business Development and will be responsible for planning, organizing, staffing, leading, controlling and coordinate activities for the subdivision. The incumbent will be responsible with implementation of agreements and follow up on agreements by making sure that Namibia honors its commitments, capitalizes on opportunities identified in such agreements and to carry out tasks to be accomplished as decided by the parties or as determined by protocols. The incumbent should have knowledge on agricultural trade with respect to bilateral, regional and multilateral trading organizations that Namibia is party to, as well as a general knowledge of the Namibian and World economies and computer literacy. The incumbent

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will supervise the Senior- and Agro-Business Analysts and is expected to represent Namibia at international level.

Extensive knowledge in international relation and cooperation's, good analytical and presentations skill, computer literacy with competence in Microsoft Office Suits and Internet, report writing, and inter personal skill are required for this post. The incumbent is expected to have a valid driver's license or be prepared to obtain such within a reasonable period of time.

Enquiries: Mr Mesag Mulunga; Tel (061) 2087766

**DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF PLANNING AND BUSINESS DEVELOPMENT
DIVISION: TRADE AND BUSINESS DEVELOPMENT
SUBDIVISION: BILATERAL AND REGIONAL CO-OPERATION**

Post designation	:	Senior Agro-Business Analyst Grade 7
1xPost	:	Windhoek
Scale of Salary	:	N\$277,264 – N\$331, 358
Housing allowance	:	N\$14,520 per annum
Transport allowance	:	N\$8,760 per annum

Minimum requirement: An appropriate B-degree on NQF Level 7 in one of the following fields: Agricultural Economics, Economics, International Trade, Statistics and Business Management or equivalent qualifications PLUS three (3) years appropriate working experience in the public sector, private sector, international trade organizations or a trade related research institutions. The Senior Agro Business Analyst is expected to assist the Chief Agro Business Analyst with the planning, execution of the duties for the Sub-Division. The incumbent is expected to assist with routine administration and supervision of staff under him/her, be prepared to mentor the Agro Business Analysts and provide continuous support, mentor and evaluate the development of the Sub-Division.

The incumbent will directly report to the Chief Agro Business Analyst in the Multilateral Cooperation, Commission and Standing Committee Subdivision and will be responsible for planning, organizing, staffing, leading, controlling and coordinate activities for the subdivision. The incumbent will be responsible with implementation of agreements and follow up on agreements by making sure that Namibia honors its commitments, capitalizes on opportunities identified in such agreements and to carry out tasks to be accomplished as decided by the parties or as determined by protocols. The incumbent should have knowledge on agricultural trade with respect to bilateral, regional and multilateral trading organizations that Namibia is party to, as well as a general knowledge of the Namibian and World economies and computer literacy. The incumbent will supervise the Agro-Business Analysts and is expected to represent Namibia at international level. The incumbent is expected to have a valid driver's license or be prepared to obtain such within a reasonable period of time.

Enquiries: Mr Mesag Mulunga; Tel (061) 2087766

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE: WATER RESOURCES MANAGEMENT
DIVISION: LAW ADMINISTRATION

Post designation	:	Senior Administrative Officer Grade 10
1xPost	:	Windhoek
Scale of Salary	:	N\$151,910 – N\$182,202
Housing allowance	:	N\$11,616 per annum
Transport allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma (NQF Level 6) plus 1 year appropriate experience in a law administration/policy development environment and other administrative duties or

A Grade 12 Certificate plus three (3) years appropriate experience in a law administrative/policy development environment and other administrative duties. The candidate must be computer literate. A valid driver's license is compulsory with driving experience of at least one year

A detailed job description is available on request.

Enquiries: Mr. Franciskus Witbooi, Tel No: 061 208 7216

DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE: VETERINARY SERVICES
DIVISION: ANIMAL DISEASE CONTROL (NORTHERN REGIONS)

Post designation	:	Administrative Officer Grade 12
1xPost	:	Grootfontein State Veterinary Office
Scale of Salary	:	N\$102,622 – 123, 086
Housing allowance	:	N\$11,616 per annum
Transport allowance	:	N\$8,760 per annum

Minimum Requirements: A Grade 12 Certificate with 20 points over five (5) subjects including an E-grade in English. The candidate must be computer literate. A valid driver's license is compulsory with driving experience of at least one year. **Added advantages will be** Computer literacy (attach proof), Inter-personal skills and NamLITS knowledge

A detailed job description is available on request.

Enquiries: Dr. Saara S Lukas, 067 242 000

DIRECTORATE DEEDS REGISTRY
DIVISION: DEEDS EXAMINATION
SECTION: CENTRAL SOUTH AND NORTH

Post designation	:	Deeds Examiner Grade 12
1xPost	:	Windhoek
Scale of Salary	:	N\$102, 622 – N\$123, 086
Housing allowance	:	N\$11,616 per annum
Transport allowance	:	N\$8,760 per annum

Minimum Requirements: A Grade 12 Senior Certificate (20 points in 5 subject). Knowledge of deeds registration or other land registration will serve as a definite advantage. Preference
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will be given to candidates with a Diploma on NQF L6 in Land Administration (specializing in Deeds Registration) or Diploma in Deeds Registration Law.

Main Duties

- To examine deeds and other documents containing immovable or movable properties information or real rights in land;
- To conduct a pre check of deeds documents from the land registers, index, computer systems, proclamation, township titles and archive deeds document system
- To endorse the deeds documents as per the nature of deeds transaction as lodged
- To make notes to the Conveyancers in regards to the deeds document found not be in compliance with Deeds Registries Acts, Local Authorities Act, Estate Act, Urban and Regional Planning Act, stamp/transfer duty Acts and other relevant acts.
- To liaise with Conveyancers on day to day basis in regards to responses to notes made.
- To calculate stamp and transfer duties and verify the corrects duties as endorsed on the deeds documents

NB: Further due to different type of examination format, the successful candidate should be prepared to be assigned to the unit-sectional titles or flexible land tenure.

NB: All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority. Applications must be completed on form 156043, which is obtainable at any Government office, with certified copies of qualifications, identity documents and CV attached to it. Women and people with disabilities are encouraged to apply. Incomplete applications will not be considered.

Applications can also be delivered at the Deeds Registry.

Applications must be forwarded to:

The Executive Director
Ministry of Agriculture, Water and Land Reform **GOP**
Private Bag 13184
Windhoek

Or Hand deliver at:
(Luther Street)/Lands Building (Robert Mugabe Ave)

Enquiries: Ms Ipawa Shitude or Njahi Mushe; **Telephone:** 061-2965328

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND FORESTRY

DIRECTORATE: ENVIRONMENTAL AFFAIRS

DIVISION: ENVIRONMENTAL INFORMATION AND NATURAL RESOURCE ECONOMICS

Post Designation	:	Economist Grade 8
2x Posts	:	Windhoek
Salary Scale	:	N\$227,453.00 – N\$271,828.00
Transport Allowance	:	N\$ 8,760.00 per annum
Housing Allowance	:	N\$14,520.00 per annum

Minimum Requirement: An appropriate B. Degree or Equivalent Qualification on NQF Level 7, in the following fields of studies: Economics, Environmental economics, Agricultural economics, Business economics, Statistics and Financial Economics

Key Performance Areas

- Carry out economic policy research and review tasks as required and organize public presentations on findings as part of information sharing and dissemination
- Support the Chief Economist in reviewing policies and development programs' impact on the environment and prepare policy briefs for decision-makers
- Collect environmental statistics, process data and maintain the database as required
- Carryout environmental-economic accounting, valuation of ecosystems services and raise public awareness
- Undertake general administrative functions to accomplish duties
- Perform other related tasks as assigned

Additional Requirements

- A valid Driver's license will be an advantage.

Enquiries: Olimpio.Nhuleipo@mef.gov.na and or Olimpiopeinge@gmail.com, Tel. 061 284 2719 OR Human Resources Tell: 0612842217

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY

DIRECTORATE: FORESTRY

DIVISION: FOREST AND BOTANICAL RESEARCH

SUBDIVISION: NATIONAL FORESTRY RESEARCH CENTRE

SECTION: FOREST ECOLOGY

Post designation	:	Senior Forester Grade 6
1x Postost	:	Okahandja
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 4-year B.Sc. or B.Sc. (Hons.) degree in Forestry, Environmental Biology or Natural Resource Management or equivalent qualification at NQF Level 8 **with at least 5 years of working experience in the research field.** A Master's
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qualification in Forestry or a related field with the understanding and practical knowledge of forestry research would serve as an advantage. A valid driver's license (Code B / BE) and experience in forest ecology, forest genetic resources, horticulture, and silviculture will serve as an added advantage. Computer literacy extending beyond the ordinary office packages to include GIS applications, and multivariate statistical packages will be an added advantage.

Overall responsibilities:

Responsibilities linked to this position will include overseeing administrative activities and supervision at the sectional level; planning, implementing, coordinating, and guiding of forest research activities/projects; proposal writing; conducting fieldwork in rural areas; data analysis and publication of research results; and mentoring staff and students.

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY
DIRECTORATE: FORESTRY
DIVISION: FOREST AND BOTANICAL RESEARCH
SUBDIVISION: NATIONAL BOTANICAL RESEARCH INSTITUTE (NBRI)
SECTION: NATIONAL PLANT GENETIC RESOURCES CENTRE OF NAMIBIA

Post Designation	:	Senior Forester grade 6
1xPost	:	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 4-year B.Sc. or B.Sc. (Hons.) degree in Natural Resource Management (Nature Conservation) or Environmental Biology (Botany) or Forestry or equivalent qualification at NQF Level 8 **with at least 5 years working experience in the research field** within any relevant botanical discipline, inter alia plant genetic resources, biochemistry, molecular biology, plant taxonomy or plant ecology. A Master's degree with the understanding and practical knowledge of plant genetic resources would serve as an advantage. A valid driver's license (Code B / BE) and experience in botanical fieldwork would serve as an advantage. Computer literacy extending beyond the ordinary office packages to include GIS applications, and multivariate statistical packages will be an added advantage.

Overall responsibilities:

Responsibilities linked to this position will include overseeing all administrative activities, supervision at the sectional level; planning, implementing, coordinating, and guiding plant genetic resources activities/projects; proposal writing; conducting fieldwork in rural areas; publication of research results, and mentoring staff and students. Liaison with national and international stakeholders will be an integral part of this position.

Enquiries: Ms Esmeralda Strauss, Esmeralda.Strauss@mef.gov.na, Tel. 061 2087327
Mr FestusShaanika, Festus.Shaanika@mawlr.gov.na, Tel. 061 20877632

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY

DIRECTORATE: FORESTRY

DIVISION: FOREST MANAGEMENT – CENTRAL AND SOUTHERN REGIONS

SUBDIVISION: FORESTRY OTJOZONDJUPA AND KUNENE REGIONS

Post Designation	:	Chief Forestry Technician Grade 7
1xPost	:	Otjiwarongo
Salary scale	:	N\$227,264 – N\$331,358
Housing allowance	:	N\$14,520 per annum
Transport allowance	:	N\$8,760 per annum

Minimum requirements: An appropriate National Diploma for Technicians (or equivalent qualification) in Forestry or related field at NQF Level 6 with a minimum of 3 years appropriate experience in forest management activities. A valid driver's license (Code B / BE) will be an added advantage.

Overall responsibilities:

Supervise technical staff; the planning, implementation, coordination, and directing of forest management activities; conducting fieldwork in rural areas; mentoring staff and students.

Enquiries: Mr Michael Otsub, Tel. 0811444878
Mr Festus Shaanika, Festus.Shaanika@mawlr.gov.na, Tel. 061 2087632

DIRECTORATE OF PLANNING AND TECHNICAL SERVICES

DIVISION: PLANNING AND COORDINATION

SUBDIVISION: KNOWLEDGE MANAGEMENT AND COMMUNICATION

Post Designation	:	Analyst Programmer Grade 6
Duty Station	:	Windhoek
Salary Scale	:	N\$337,984– N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,640 per annum

Minimum Requirements: A B-degree (at NQF Level 7) in Computer Science, Information System Management / Cyber security or equivalent, plus six (6) years appropriate experience.

Additional Requirements: Preference will be given to applicants with a Code B valid driver's license.

Key Performance Area

- Supervise operational staff and supporting staff;
- Supervising the installation, testing and modification of application systems;
- Designing, testing and implementing new systems, maintaining and modifying existing applications to meet needs within the limitations of current or proposed computer systems;
- Designing, defining, testing, installing and maintaining software to improve efficiency in the ministry;
- Supporting systems recovery processes in the event of major problems;
- Diagnosing and resolving major system problems;

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- Identifying and evaluating new software products and techniques to improve service quality;
- Analyzing system performance, make and implement recommendations regarding system improvements and system tuning;
- Managing of supplies and software versions and licenses and, planning for software acquisitions;
- Conducting operating systems/DBMS product installations, support and upgrades;
- Keeping abreast with trends and issues that exist within the security community, including current and emerging technologies;
- Undertaking any other duties which may be assigned by the Supervisor.

DIVISION: PLANNING AND COORDINATION
SUBDIVISION: STRATEGIC PLANNING, MONITORING AND EVALUATION

Post Designation	:	Policy Analyst Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,640 per annum

Minimum requirements: A B. Degree in Economics; Population Studies; Statistics; Knowledge Management at Level 7 plus three (3) years appropriate experience in policy analysis; public sector innovation; research and development; citizen's engagement; and institutional development and organisational strengthening. Expertise and credentials in monitoring and evaluation and project management will serve as an added advantage.

Additional Requirements: Preference will be given to applicants with a Code B valid driver's license.

Key Performance Area

- Monitoring and analysing of governmental legislation and policies in areas assigned;
- Coordinating the development of new policies and legislation and provide technical assistance and evaluation for projects;
- Development and designing of proposal and projects;
- Identifying and conceptualising project topics and opportunities that advance the organisation's program and political agenda;
- Directing processes for complex proposals;
- Developing research and policy questions, timelines and work plans including analytical/evaluation approaches for complex projects and allocation of resources;
- Participating and advising in strategic planning and review meetings;
- Establish and maintaining relations with local, regional and national researchers, policy makers and customers.
- Undertaking any other duties which may be assigned by the Supervisor.

DIVISION: PLANNING AND COORDINATION

SUBDIVISION: KNOWLEDGE MANAGEMENT AND COMMUNICATION

Post Designation	:	Analyst Programmer Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$185,920 – N\$222,994
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$ 8,640 per annum

Minimum requirement: A National Diploma in Computer Science or Information System Management, Majoring in Programming on NQF L6 (or equivalent)

Additional Requirements: Preference will be given to applicants with a valid Code B driver's license and three (3) years appropriate experience.

Key Performance Areas

- Analyzing and modifying existing systems and developing new ones to resolve problems based on the needs of the ministry
- Developing functional specifications;
- Designing, testing and implementing new systems, maintaining and modifying existing applications to meet needs within the limitations of current or proposed computer systems;
- Designing, defining, testing, installing and maintaining software to improve efficiency in the ministry;
- Diagnosing and resolving major system problems;
- Conducting operating systems/DBMS product installations, support and upgrades;
- Managing of supplies and software versions and licenses and, planning for software acquisitions.
- Undertaking any other duties which may be assigned by the Supervisor.

Enquiries: Mr. Boas Erckie Tell: 061284 2073 or Human Resources Tell: 061284 2217

All applications should be on the Government Employment Form plus the CV, certified copies of educational qualifications as well as certified copies of the academic record. All foreign Qualifications should be evaluated by Namibia Qualification Authority (NQA).

CANDIDACY IS LIMITED TO NAMIBIAN CITIZENS AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

All applications should be on the Government Employment Form plus the CV, certified copies of educational qualifications as well as certified copies of the academic record. All foreign Qualifications should be evaluated by Namibia Qualification Authority (NQA). **Faxed applications for employment will not be considered.**

All Applications should be addressed to:

**Executive Director
Ministry of Environment, Forestry, and Tourism
Private Bag 13306
WINDHOEK**

OR

Hand deliver at the Ministry of Environment, Forestry and Tourism, Ground Floor, Corner of Dr. Kenneth D. Kaunda and Robert Mugabe Street

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: HARDAP REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES; MARIENTAL
SUBDIVISION: DISTRICT HOSPITAL MARIENTAL
SECTION: NURSING SERVICES

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

Minimum Requirement: Registration as a Registered Nurse and Midwife with the Nursing Council of Namibia plus five years' appropriate experience

Enquiries: Ms. A. Kauraisa, Tel: 063-245500; Mr. F. D. Keister, Tel: 063-245500.

NB: Applications (on form 156043) must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications.

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

Only shortlisted candidates will be contacted and documents will not be returned. All supporting documents (ID, qualifications references, etc.) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents etc. confirmation letters will disqualify the application.

Application form for Employment, Form 156043, is obtainable at all government offices and must be submitted to:

The Human Resource Office
Hardap Regional Health Directorate
Private Bag 238
Mariental

Or

Hand delivery

Human Resource Office
Hardap Regional Health Directorate
388 Prosopis Street
Mariental

DIRECTORATE: HARDAP REGION
SUBDIVISION: MANAGEMENT INFORMATION SYSTEMS

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

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Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF Level 7 plus 5 years' nursing experience or three years appropriate experience in Management Information Systems

Supplementary Requirements: Experience in operations research will be an added advantage.

Enquiries: Dr. B. D. Platt, Tel: 063-245500; Mr. F. D. Keister, Tel: 063-245500.

NB: Applications (on form 156043) must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications.

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

Only shortlisted candidates will be contacted and documents will not be returned. All supporting documents (ID, qualifications references, etc.) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents etc. confirmation letters will disqualify the application.

Application form for Employment, Form 156043, is obtainable at all government offices and must be submitted to:

**The Human Resource Office
Hardap Regional Health Directorate
Private Bag 238
Mariental**

Or

Hand delivery

**Human Resource Office
Hardap Regional Health Directorate
388 Prosopis Street
Mariental**

**DIRECTORATE: KAVANGO EAST REGION
DIVISION: MEDICAL DEPOT-RUNDU**

Post Designation	:	Chief Pharmacist, Grade 5
1xPost	:	Rundu Medical store
Scale of Salary	:	N\$412, 001 –N\$492, 567
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$14,520 per annum
Fixed Overtime	:	N\$220,488 per annum

Minimum Requirement: Registration as a Pharmacist with the Health Professions Council of Namibia and a minimum of two (2) years' experience as a Senior Pharmacist
Applicants in the Public Service must attach a letter of confirmation of probation.

Post Designation	:	Pharmacist, Grade 7
2x Posts	:	Rundu Medical store
Salary scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum
Fixed Overtime	:	N\$148,352 per annum

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

Post Designation	:	Pharmacist Assistant, Grade 10
3xPosts	:	Rundu Medical store
Salary scale	:	N\$ 151, 910 – 182, 202
Housing Allowance	:	N\$ 11, 616 per annum
Transport Allowance	:	N\$ 8, 760 per annum

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

Post Designation	:	System Administrator Grade 7
1xPost	:	Rundu Medical store
Salary scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A B-degree in Information Technology on NQF Level 7 and minimum of two (2) years' experience. Applicants in the Public Service must attach a letter of confirmation of probation.

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Rundu Medical Store
Salary scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements:

Additional requirements: An appropriate Diploma or equivalent qualification on NQF level 6 plus one (1) year appropriate experience **or** a Grade 12 Certificate (NQF Level 3) plus three (3) years' appropriate experience. Applicants in the Public Service must attach a confirmation of probation.

Enquiries: Mr. W. Kapumburu or Mr. N. Olabanji Tell: 066 265 500

NB: All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority. Fully completed applications must be on Form 156043 & 156094. Only candidates who meet the prescribed minimum qualification requirement will be considered for possible shortlisting and failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

All the above application must address to:

PSM CIRCULAR NO C OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 10 MARCH 2023, CLOSING DATE 10 APRIL 2023

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

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

**DIRECTORATE KAVANGO EAST REGION
DIVISION INTERMEDIATE HOSPITAL RUNDU
SUBDIVISION: PROFESSIONAL SERVICES**

Post Designation : Medical Officer Grade 5
9xPosts : Rundu
Scale of Salary : N\$412,001 – N\$492,567
Fixed Overtime : N\$220,488 per annum
Motor vehicle allowance (MVA)
Capital cost : N\$56,429.00 per annum
Running cost : N\$22,333.00 per annum
Total MVA allowance : N\$78,762 per annum

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

Post Designation : Specialist Grade 4 (Physician)
2xPosts : Rundu
Scale of Salary : N\$528,193 (P)
Fixed Overtime : N\$257,494 per annum
Housing Benefit : N\$68,188 per annum
Motor vehicle allowance (MVA)
Capital cost : N\$76,950.00 per annum
Running cost : N\$25,751.00 per annum
Total MVA allowance : N\$102,701 per annum

Minimum Requirement: Registration as a Specialist physician with the Medical and Dental Council of Namibia.

Post Designation : Specialist Grade 4 (Surgeon)
1xPost : Rundu
Scale of Salary : N\$528,193 (P)
Fixed Overtime : N\$257,494 per annum
Housing Benefit : N\$68,188 per annum
Motor vehicle allowance (MVA)
Capital cost : N\$76,950.00 per annum
Running cost : N\$25,751.00 per annum
Total MVA allowance : N\$102,701 per annum

Minimum Requirement: Registration as a Specialist surgeon with the Medical and Dental Council of Namibia.

Post Designation	:	Specialist Grade 4 (obstetrics and gynecology)
2xPosts	:	Rundu
Scale of Salary	:	N\$528,193 (P)
Fixed Overtime	:	N\$257,494 per annum
Housing Benefit	:	N\$68,188 per annum
Motor vehicle allowance (MVA)		
Capital cost	:	N\$76,950 .00 per annum
Running cost	:	N\$25,751.00 per annum
Total MVA allowance	:	N\$102,701 per annum

Minimum Requirement: Registration as a Specialist in obstetrics and gynecology with the Medical and Dental Council of Namibia.

Post Designation	:	Specialist Grade 4 (Pediatrician)
1xPost	:	Rundu
Scale of Salary	:	N\$528,193 (P)
Fixed Overtime	:	N\$257,494 per annum
Housing Benefit	:	N\$68,188 per annum
Motor vehicle allowance (MVA)		
Capital cost	:	N\$76,950 .00 per annum
Running cost	:	N\$25,751.00 per annum
Total MVA allowance	:	N\$102,701 per annum

Minimum Requirement: Registration as a Specialist Pediatrician with the Medical and Dental Council of Namibia.

Post Designation	:	Senior Medical Officer Grade 4 (Obstetrics and Gynecology)
1xPost	:	Rundu
Scale of Salary	:	N\$492,567 – N\$517,836
Fixed Overtime	:	N\$246,286 per annum
Housing Benefit	:	N\$68,188 per annum
Motor vehicle allowance MVA		
Capital cost	:	N\$76,950 per annum
Running cost	:	N\$25,751 per annum
Total MVA allowance	:	N\$102,701 per annum

Minimum Requirement: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus 3 years appropriate experience as a Medical Officer in (Obstetrics and Gynecology department).

Post Designation	:	Senior Medical Officer Grade 4 (Anesthesia)
1xPost	:	Rundu
Scale of Salary	:	N\$492,567 – N\$517,836
Fixed Overtime	:	N\$246,286 per annum
Housing Benefit	:	N\$68,188 per annum
Motor vehicle allowance MVA		
Capital cost	:	N\$76,950 per annum
Running cost	:	N\$25,751 per annum
Total MVA allowance	:	N\$102,701 per annum

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

SECTION: REHABILITATION SERVICES

Post Designation : Senior Physiotherapist Grade 6
1xPost : Rundu
Scale of Salary : N\$337,984 – N\$403,922
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$14,520-00 per annum

Minimum Requirement: Registration as a Physiotherapist with the Health Professional Council of Namibia plus three (3) years' experience as a Physiotherapist

Post Designation : Senior Occupational Therapist Grade 6
1xPost : Rundu
Scale of Salary : N\$337,984–N\$403,922
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$14,520-00 per annum

Minimum Requirement: Registration as an Occupational Therapist with the Allied Health professions council of Namibia plus three (3) years' experience

SECTION: PHARMACEUTICAL SERVICES

Post Designation : Senior Pharmacist Grade 6
1xPost : Rundu
Scale of Salary : N\$337,984 –N\$403,922
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$14,520-00 per annum
Fixed overtime : N\$180,840 per annum

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

Post Designation : Chief Pharmacist Grade 5
1xPost : Rundu
Scale of Salary : N\$412,001 – N\$492,567
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$14,520 -00 per annum
Fixed overtime : N\$220,488 per annum

Minimum Requirement: Registration as a pharmacist with the Pharmacy Council of Namibia plus three years' experience as a pharmacist on Grade 6 level.

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

in the Public Service must attach proof of their confirmation of probation and submit their applications via their respective HRM offices.

Enquiries: Mr. Alfredo David, Ms. Luiza Sapalo Tel 066 265556/559

Forward applications to:
Medical Superintendent
Private Bag 2094
Rundu,

Or hand deliver at: Intermediate Hospital Kavango East Region or Hand Delivery at Rundu Intermediate Hospital Human Resource Department Office Number G11.

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

OFFICE OF THE EXECUTIVE DIRECTOR

Post Designation	:	Chief Internal Auditor 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 or equivalent qualification on NQF Level 7 plus five (5) years' experience. Confirmation of probation is subjected to the issuing of a Certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance on advice of the Deputy Director Internal Auditing.

Enquiries: Office of the ED, Tel. 061-283 2386 OR Mr. Edward Ndjamba, Tel. 061-283 2385

DIRECTORATE: PRINT MEDIA AFFAIRS DIVISION: MEDIA LIAISON SERVICES SUBDIVISION: MEDIA MONITORING AND ANALYSIS

Post Designation	:	Chief Information 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

Minimum 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.**

Additional Requirements: Excellent English writing skills and verbal expression, good interpersonal skills, good report writing skills, an ardent reader and computer literacy are prerequisites for this position. Have extensive knowledge of the Namibian, SADC, African and the world historical, political and economic background. Current affairs trends are major characteristics of media monitoring and analysis exercise.

Enquiries: Mrs. Elizabeth Amagola, Tel. 061 283 2665 OR Mr. Edward Ndjamba, Tel. 061-283 2385

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

Post Designation	:	Media Officer Grade 8 (Re-advertised)
1x Post	:	Keetmanshoop
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$8,760.00 per annum

PSM CIRCULAR NO C OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 10 MARCH 2023, CLOSING DATE 10 APRIL 2023

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

Additional requirements: Proven communication skills, proficiency in oral and written English, source and initiate contributions and write articles for regular and ad hoc Ministerial and GRN publication. Proficiency in computer literacy, video editing, video camera operation, sound recording and editing and exporting content to broadcast standards. The ability to translate content from one or more Namibian languages will be considered an advantage.

Preference will be given to persons with a driver's license.

Candidates will be subjected to a practical test.

Enquiries: Mr. Mervin Kazapua, Tel. 063- 223 220 **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 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 URBAN AND RURAL DEVELOPMENT

DIRECTORATE: DECENTRALIZATION COORDINATION, DIVISION: DECENTRALIZATION PLANNING AND SUPPORT SUBDIVISION: PLANNING AND DEVELOPMENT SUPPORT

Post designation : Chief Development Planner Grade 6
1xPost : Windhoek
Salary scale : N\$337,984 – N\$403,922

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

Additional Requirements: A recognised Bachelor's Degree or equivalent on NQF Level 7 in Public Management, Development Studies, Business Administration and Economics plus six (6) years appropriate experience.

Main duties of the job:

- Planning and developing of programme to capacitate the Regional Development Committee;
- Development and reviewing of training manual for Development Committee in collaboration with Regional Councils;
- Development and reviewing of the Integrated Regional Development Planning Guidelines to ensure integrated decentralized development planning is linked to the overall National Development Plan and strategic direction;
- Ensure the improved and coherent coordination between sector and sub-national governments to strengthen and harmonize the planning process for regional development to yield effective;
- Participate in establishment and amendment of national policy regarding Decentralization process;
- Coordinating the decentralization of functions from central government to Regional Councils and Local Authorities;
- Advise the Regional Councils on planning and development support matters related to Decentralization;
- Assists on the formulation, implementation, monitoring and evaluation of the Regional Development Plan as well as to support and strengthen the Decentralization process; and
- Contribute to formulation of directorate / divisional Annual Work Plan and Annual Reports.

SUBDIVISION: INSTITUTIONAL DEVELOPMENT

Post designation : Chief Development Planner Grade 6
1xPost : Windhoek
Salary scale : N\$337,984 – N\$403,922

Minimum requirements: An appropriate B. Degree on NQF L7.

Additional Requirements: A recognised Bachelor's Degree or equivalent on NQF Level 7 in Human Resources / Management, Public Management plus six (6) years appropriate experience. Experience in Human Resources Management, Organisational Development or Training and Development will be an added advantage.

Main duties of the job

- Coordinating and ensuring that institutional development and capacity building of human resources at Regional Councils and Local Authorities structures are strengthened;

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- Coordinating the decentralization of functions for central government to Regional Councils and Local Authorities;
- Ensuring that human resources competencies are generated to run those institutions effectively and efficiently;
- Conducting annual Regional Councils performance assessment to enable devising of best organizational developmental interventions thereof;
- Contribute to formulation of divisional/directorate Annual Work Plan and Annual Reports; and
- Coordinating the decentralization of functions from central government to Regional Councils and Local Authorities.

Enquiries: Mr. Godwin K Sikabongo, Tel: 061-2975240

NOTES TO CANDIDATES:

1. Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**
2. Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
3. Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
4. The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

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

OR

Hand delivers to:

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

HARDAP REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SUBDIVISION: PROFESSIONAL DEVELOPMENT

Post Designation	:	Senior Education Officer Grade 6 (KKG)
1 x Post	:	Mariental
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum (if applicable)
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary Requirement:

Preference will be given to candidates who have **proven teaching experience** in **Khoekhogowab** at NSSCO/Advance Subsidiary Level (**proof must be attached-testimonial not older than two (2) years**) plus a valid Driver's license will be an added advantage.

Post Designation	:	Senior Education Officer Grade 6 (Technical Subjects)
1 x Post	:	Mariental
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum (if applicable)
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary Requirement:

Preference will be given to candidates who have **proven teaching experience** in **Technical subjects** at NSSCO Level (**proof must be attached-testimonial not older than two (2) years**) plus a valid Driver's license will be an added advantage.

Post Designation	:	Senior Librarian Grade 7
1 x Post	:	Gochas Community Library
Duty Station	:	Gochas
Salary Scale	:	N\$277,264—N\$331,358
Housing Allowance	:	N\$14,520 per annum (if applicable)
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A Bachelor Degree (or equivalent qualification on NQF level 7).

Supplementary Requirement: Preference will be given to candidates who are currently serving as a Librarian Grade 9 with an appropriate Bachelor Degree in Library and information Studies/Record Management on NQF Level 7 plus three (3) years' experience.

Post Designation	:	Chief Librarian Grade 6
1 x Post	:	Mariental
Salary Scale	:	N\$337,984—N\$403,922
Housing Allowance	:	N\$14,520 per annum (if applicable)

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Transport Allowance : N\$8,760 per annum

Minimum Requirements: A B. degree (or equivalent qualification) on NQF Level 7

Supplementary Requirement: Preference will be given to candidates who are currently serving as a Senior Librarian Grade 7 with an appropriate Bachelor Degree in Library and Information Studies/Record Management on NQF Level 7 plus years' experience.

Post Designation : Librarian Grade 9
1 x Post : Maltahohe Community Library
1 x Post : Kalkrand Community Library
1 x Post : Gochas Community Library
1 x Post : Mariental Community Library
Salary Scale : N\$185,920—N\$222,994
Housing Allowance : N\$11,616 per annum (if applicable)
Transport Allowance : N\$8,760 per annum
Remoteness Allowance : N\$9,000 per annum (if applicable)

Minimum Requirements: A B-Degree (or equivalent on NQF Level 7)

Post Designation : Chief Hostel Matron Grade 12
1 x Post : Klein Aub Resource School
1 x Post : Dr. Lemmer HS, Rehoboth
Salary Scale : N\$102,622—N\$123,086
Housing Allowance : N\$11,616 per annum (if applicable)
Transport Allowance : N\$8,760 per annum
Remoteness Allowance : N\$13,800 per annum (if applicable)

Minimum Requirements: A Grade 10 Certificate (or equivalent qualification) at NQF Level 2.

Supplementary Requirement: Five (5) years appropriate working experience will be an added advantage.

Post Designation : Caretaker Grade 14
1 x Post : Mariental Primary School
1 x Post : Dr Lemmer Secondary School, Rehoboth
1 x Post : Oan //ob Primary School, Rehoboth
1 x Post : JTL Beukes PS, Rehoboth
Salary Scale : N\$56,322—N\$73,239
Housing Allowance : N\$8,712 per annum (if applicable)
Transport Allowance : N\$8,760 per annum

Minimum Requirements: A Grade 10 Certificate (or equivalent qualification) on NQF Level 2.

Supplementary Requirement: Appropriate working experience will be an added advantage.

Post Designation : Senior Cleaner Grade 14
1 x Post : ST Joseph Primary School, Rehoboth
Salary Scale : N\$56,322—N\$73,239
Housing Allowance : N\$8,712 per annum (if applicable)
Transport Allowance : N\$8,760 per annum

Minimum Requirements: Namibian Citizen. Be able to read and write in English. An appropriate three (3) years' experience and confirmation of probation as a Cleaner Grade 15 should be attached.

SUBDIVISION: GENERAL SERVICES
SECTION: PROCUREMENT, STOCK CONTROL, TRANSPORT, DOMESTIC SERVICES & IT

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

Minimum Requirements: A National Diploma in Public Management/ Business Administration on NQF Level 6, plus five (5) years appropriate experience in office administration, budget control, transport and stock control.

Supplementary Requirement: Candidate must be in possession of a valid driver's license.

Post Designation : Principal Grade 5
1 x Post : Daweb Secondary School
Duty Station : **Maltahohe**
Naukluft Circuit

1 x Post : Anna Maasdorp Combined School
Duty Station : **Duineveld**
Naukluft Circuit

Salary Scale : N\$412,001 – N\$492,567
Housing Allowance : N\$14,520 per annum (if applicable)
Transport Allowance : N\$8,760 per annum
Remoteness Allowance : N\$9,000/N\$13,800 per annum

Minimum Requirements: A Appropriately recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus seven (7) years teaching experience, OR an Appropriately recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a one (1) year teaching qualification plus seven (7) years teaching experience.

Supplementary Requirement: Probation should be confirmed on Grade 6 if applicable. Appropriate Qualifications within the correct phases will be an added advantage.

Post Designation : Head of Department Grade 6
1 x Post : Rooiduin Secondary School:
Social Science (History and or Geography) Grade 8-12

Duty Station : **Aranos**, Auob Circuit

1 x Post : P.I. Groenewaldt Secondary School:
Languages: English and/or Afrikaans and/or
Khoekhoegowab: Grade 8-11

Duty Station : **Gochas**, Auob Circuit

1 x Post : Empelheim Secondary School:

		Languages: English and/or Afrikaans and/or /Khoekhoegowab Grade 8-11
Duty Station	:	Mariental , Auob Circuit
1 x Post	:	Pionier Secondary School Mathematics and Science Grade 8-12
Duty Station	:	Schlip , Naukluff Circuit
1 x Post	:	Acacia Primary School Junior Primary (Pre Primary to Grade 3) Afrikaans Medium of Instruction
Duty Station	:	Rehoboth , #Oan //Ob Circuit
1 x Post	:	Rehoboth Primary School: Junior Primary (Pre-Primary to Grades 3) Afrikaans Medium of Instruction
Duty Station	:	Rehoboth , #Oan //Ob Circuit
1 x Post	:	JTL Beukes Primary School Junior Primary (Pre-Primary to Grades 0-3) Afrikaans Medium of Instruction
Duty Station	:	Rehoboth , #Oan //Ob Circuit
1x Post	:	Rehoboth High School Mathematics and Science Grade 8-12 (Mathematics and Biology)
Duty Station	:	Rehoboth , #Oan //Ob Circuit
1 x Post	:	Rev. P.A Schmidt Primary School Languages: English and Afrikaans or Khoekhoegowab: Grade 4-7
Duty Station	:	Maltahohe , Naukluff Circuit
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum (if applicable)
Transport Allowance	:	N\$8,760 per annum
Remoteness Allowance	:	N\$9,000/N\$13,800 per annum (if applicable)

Minimum Requirements: A Appropriately recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (6) years teaching experience, OR an Appropriate recognized 3-year non- tertiary teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus one (1) year teaching qualification plus six (6) years teaching experience.

Enquiries: **Auob Circuit**

Mr. Lawrence Moller, Inspector of Education, Tel (063) 245700
Ms. M J Nicolao, Senior Human Resource Practitioner, Tel (063) 254760
Mr. Hans Hangula, Human Resource Practitioner, Tel (063) 245742
Ms. Eunice Boois, Human Resource Practitioner, Tel (063) 245722

#Oan //Ob Circuit

Mr. George P. Dax, Inspector of Education, Tel (062) 523123
Ms. Respicia Kaoseb, Human Resource Practitioner, Tel (062) 523123
Ms. Taimi Onesmus, Human Resource Practitioner, Tel (063) 245749

Naukluff Circuit

Ms. Magdalena Kalola, Inspector of Education, Tel (063) 264780

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Note:

All foreign qualifications must be evaluated (attach NQA evaluation report)

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. Candidates should forward their application forms with a cover letter from their respective Human Resource Offices. **Testimonials with experience specifications are a must.**

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 advertised. If such errors occurred and later discovered, the Ministry reserves the right not to fill such posts. Applicants within the Public service applying for promotional posts must attach letters of confirmation of probation in current positions.

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 shortlisting and will be notified accordingly.

Please note that applications posted should reach this office before the closing dates to avoid delaying recruitment processes.

Applications must be forwarded to:

**The Regional Director
Directorate of Education, Arts and Culture
Hardap Regional Council
Subdivision Human Resources
Private Bag 2122
MARIENTAL**

OR

Hand Delivered to:

**Hardap Regional Council
Directorate of Education, Arts and Culture
Subdivision Human Resources
MARIENTAL**

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

CIRCUIT: SHINYUNGWE CIRCUIT

Post Designation	:	Head of Department Grade 6 (Rumanyo and English Grade 8-11)
1 x post	:	Shinyungwe Secondary School
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum
RHA	:	N\$9,000.00 per annum

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

OR

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

CIRCUIT: SHAMBYU

Post Designation	:	Head of Department Grade 6 (History and Geography Grade 8-11)
1 x post	:	Maria Mwengere Secondary School
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum
RHA	:	N\$ 9,000.00 per annum

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

OR

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

CIRCUIT: RUNDU

Post Designation	:	Principal Grade 5
1 x post	:	Noordgrens Secondary School
Salary Scale	:	N\$412,001-N\$492,567
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

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

OR

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

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

CIRCUIT: RUNDU

Post Designation : Head of Department Grade 6
Natural Sciences Grade 4-7
1 x post : Ndama Combined School
Salary Scale : N\$337,984 - N\$403,922
Housing Allowance : N\$14,520.00 per annum
Transport Allowance : N\$8,760.00 per annum

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

OR

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

CIRCUIT: RUNDU

Post Designation : Head of Department Grade 6
English and Rukwangali Grade 4-7
1 x post : Kehemu Primary School
Salary Scale : N\$337,984 -N\$403,922
Housing Allowance : N\$14,520.00 per annum
Transport Allowance : N\$ 8,760.00 per annum

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

OR

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

CIRCUIT: RUNDU

Post Designation : Head of Department Grade 6
Mathematics Grade 8-12 (AS Level)
1 x post : Rundu Secondary School
Salary Scale : N\$ 337,984 - N\$403,922
Housing Allowance : N\$14,520.00 per annum
Transport Allowance : N\$ 8,760.00 per annum

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

OR

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

Supplementary requirements: Preference will be given to candidates with an appropriate experience to teach Mathematics on NSSCO and NSSCH.

CIRCUIT: RUNDU

Post Designation : Head of Department Grade 6 (Languages:
Mathematics and Natural Sciences Grade 4-7
1 x post : Markus Ihemba Primary School
Salary Scale : N\$337, 84 - N\$403,922
Housing Allowance : N\$14,520.00 per annum
Transport Allowance : N\$ 8,760.00 per annum

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

OR

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

CIRCUIT: RUNDU

Post Designation : Head of Department Grade 6
Economics and Business or Entrepreneurship
Grade 8-11
1 x post : Ndama Combined School
Salary Scale : N\$337,984 - N\$403,922
Housing Allowance : N\$14,520.00 per annum
Transport Allowance : N\$ 8,760.00 per annum

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

OR

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

CIRCUIT: MUKWE

Post Designation	:	Principal Grade 5 (Junior Primary Thimbukushu Grade Pre-Primary to Grade 3)
1 x post	:	Maputa Primary School
Salary Scale	:	N\$412 001- N\$492,567
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum
RHA	:	N\$21, 000.00 per annum

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

OR

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

DIRECTORATE: ADMINISTRATION SERVICES SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Rundu
Scale of Salary	:	N\$277,984 – N\$331,358
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Minimum Requirements: A National Diploma majoring in Human Resources Management on NQF Level 6 plus three (3) years appropriate experience.

Supplementary Selection Requirements: Candidates must be in possession of a Bachelor's Degree majoring in Human Resource Management and three (3) years' experience as a Human Resource Practitioner Grade 8. A valid code B driver's license will be an added advantage (attach proof).

SUBDIVISION: GENERAL SERVICES SECTION: PROCUREMENT, STOCK CONTROL, TRANSPORT, DOMESTIC SERVICES AND INFORMATION TECHNOLOGY

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Rundu
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

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

Supplementary Requirement: A National Diploma or equivalent qualification on (NQF Level 6) plus three (3) years appropriate experience. A valid code B driver's license and a computer literacy will be an added advantage (attach proof).

NB: Candidates must ensure that a 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
Directorate of Education, Arts & Culture
Kavango East Regional Council
Private Bag 2134
Rundu

Or Hand Delivery @ Kavango East Regional Office - Rundu

Enquiries: Mr. W. K Ndumba/ Mr. P. N Sifire, Tel: 066-2589111

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

SUBDIVISION: PROFESSIONAL DEVELOPMENT

Post Designation	:	Senior Education Officer Grade 6 (Mathematics Senior Primary Phase Grade 4 – 7)
1 x 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 Degree (or equivalent qualification) on NQF L8 **plus** 3 years appropriate experience.

OR

An appropriate Degree (or equivalent qualification) on NQF L7 **plus** 5 years appropriate experience

Supplementary Requirement:

- Candidate must possess appropriate teaching experience of Mathematics Senior Primary Phase (**PROOF MUST BE ATTACHED**).
- Candidate must possess an appropriate teaching qualification in terms of the minimum appointment requirements majoring in Mathematics (Senior Primary Phase) (**PROOF MUST BE ATTACHED**).
- Candidates with previous experience as a Subject Head or Head of Department for Mathematics will have an added advantage.
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
- Computer Literacy will be an added advantage.

Enquiries: Ms. E. Benjamin Tell no: 061- 293 4208

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

SUBDIVISION: HUMAN RESOURCE

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

Minimum Requirements: An appropriate Diploma on NQF Level 6 (or equivalent qualification) plus seven (7) years appropriate experience.

Supplementary Requirement:

- Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource Development/ Management will have an added advantage.
- Candidate must possess at least 5 years appropriate experience as a Human Resource Practitioner Grade 8 (**Proof must be attached**).

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Enquiries: The Human Resource Office Tell no: 061- 293 9411

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
SUBDIVISION: HUMAN RESOURCE**

Post Designation : Human Resource Practitioner Grade 8
1xPost : 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: An appropriate Diploma on NQF Level 6 (or equivalent qualification).

Supplementary Requirement:

- Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource Development/ Management will have an added advantage.
- Candidate must possess at least 3 year appropriate experience in Human Resource Administration/Management **(Proof must be attached)**.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
SUBDIVISION: ADULT AND CONTINUING EDUCATION PROGRAMMES**

Post Designation : Education Officer Grade 8
1xPost : 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: An appropriate Degree or equivalent qualification on NQF Level 8

Supplementary Requirement:

- Only applicants in possession of appropriate qualification on NQF Level 8 or higher majoring in Adult Education will be considered; and
- Computer Literacy and a valid Driver's License will be an added advantage

Enquiries: Ms. P. Shiweda Tel: [061] 293 4370

Applications must be submitted to the following address:

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

**Or by hand at: The Registry Office
6th floor, Dr. Frans Indongo Gardens**

KUNENE REGIONAL COUNCIL

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

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Khorixas (Regional Office)
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 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 in Economics or Financial Planning or Statistics. Proof must be attached of appropriate experience in Economics, Financial Planning or Statistics. Computer literacy in Microsoft Word, Excel and Power Point

DIVISION: PROGRAMMES QUALITY ASSURANCE SECTION: HIV & AIDS PREVENTION

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Opuwo (Circuit Office)
Salary scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: **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: The candidates must be in possession of appropriate Degree in HIV & AIDS prevention and Management plus required appropriate experience in HIV/AIDS. Proof must be attached. Computer literacy in in Microsoft Word, Excel and Power Point

Post Designation	:	Principal Grade 5
2xPosts	:	Otjetjekua Primary School (Pre-Primary Grade 7)
	:	St. Michael 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
3xPosts	:	(a) Musaso Combined School (Pre-Primary Grade 11)
	:	(b) Frans Frederick Combined School (Pre-Primary-Grade 9)
	:	(c) Welwitschia Secondary School (Grade 8-11)
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
- **Post C** – Candidates must have the teaching qualification that would enable him/her to teach at the Secondary phase

Post Designation	:	Head of Department Grade 6
5xPosts	:	D. F Uirab Primary School (Outjo Circuit) (Junior Primary Phase Pre- Grade 3) (Medium of Instruction Khoekhoegowab) (Must be able to supervise pre- Grade 3 English and KKG class groups)
	:	Etoto Primary School (Opuwo Circuit) (Pre-Grade 3)- (Medium of instruction- English) (Must be able to teach Otjiherero Grade 0-3)
	:	Braunfels Agricultural High School (Outjo Circuit) Languages: (English and Khoekhoegowab/English and Otjiherero Grade 8-11)
	:	Kameru Combined School (Opuwo Circuit) (Junior Primary Phase- Pre-Grade 0-3) (Medium of instruction Otjiherero) (Must be able to supervise pre- Grade 3 English and Otjiherero)
	:	Versteendewoud Primary School (Junior Primary Phase – Pre- Grade 3) (Medium of instruction- Khoekhoegowab) (Must be able to supervise pre- Grade 3 English and KKG)
Salary scale	:	N\$337,984 – N\$403,922
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 6 years teaching experience

OR

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

Post Designation	:	Chief Hostel Matron Grade 12
1xPost	:	Eddie Bowe 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

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)**

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

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.

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

Applications must be addressed to the following address:

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

or

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

OHANGWENA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
6x Posts	:	Onambaladi Primary School, Ohakafiya Circuit Hedimbi Junior Primary School, Endola Circuit Nakapandi Junior Primary School, Ongha Circuit Oshimumu Junior Primary School, Otunganga Circuit Ongha Secondary School, Ongha Circuit Titus Ndjaba Combined School, Epembe Circuit
Salary Scale	:	N\$412,001 – N\$492,567
Notch	:	N\$412,001 per annum
Housing allowance	:	N\$14,520 per annum
Transport allowance	:	N\$8,760 per annum

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

Or

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

Take Note:

Candidates applying at a Combined School should be able to teach Grade 10-12.
Candidates applying at Junior Primary Schools should specialize in junior phase.

Post Designation	:	Head of Department Grade 6
13xPosts	:	
Salary Scale	:	N\$337,984 – N\$403,922
Housing allowance	:	N\$14,520 per annum
Transport allowance	:	N\$8,760 per annum

1. Mathematics and Physical Science Grade 4-11
Epembe Combined School: Epembe Circuit

NB: Candidates that specialize in the above with additional knowledge in Chemistry will serve as an added advantage.

2. Mathematics and Physical Science Grade 8-11
Etomba Combined School: Ondobe Circuit
3. Mathematics and Physical Science Grade 4-11 Gabriel Ndadi Combined School:
Ohangwena Circuit
4. English and Oshikwanyama Grade 8-12
Eengedjo Secondary School: Endola Circuit

NB: Preference will be given to candidates with experience in high level/Advanced Subsidiary level.

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5. English and Oshikwanyama Grade 4-9
Ofifiya Combined School: Ondobe Circuit
6. Junior Primary Phase (Pre-primary –Grade 3): Oshikwanyama Medium of Instruction
Malangu Primary School: Eenhana Circuit
7. Junior Primary Phase (Pre-primary –Grade 3): Oshindonga Medium of Instruction
Otunganga Combined School: Otunganga Circuit
8. Junior Primary Phase (Pre-primary –Grade 3): Oshikwanyama Medium of Instruction
Okadila Primary School: Ondobe Circuit
9. Junior Primary Phase (Pre-primary –Grade 3): Oshikwanyama Medium of Instruction
Onanghulo Combined School: Ongha Circuit
10. Geography and History Grade 8-12
Dr. Abraham Iyambo Secondary School: Ohakafiya Circuit
11. Mathematics and Integrated Natural Science and Health Education Grade 4-7
Eexwa Primary School: Ohakafiya Circuit
12. Junior Primary Phase (Pre-primary –Grade 3): English Medium of Instruction
Olivia Nakale Primary School: Eenhana Circuit
13. English and Oshikwanyama Grade 4-9
Ukelo Combined School: Otunganga Circuit

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

Or

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

NB: Only those who specialized in the above stipulated field of studies will be shortlisted.

OMAHEKE REGIONAL COUNCIL

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

Post designation	:	Control Administrative Officer Grade 6
1X Post	:	Aminius Constituency Office
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\$13,800 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification NQF level 6. Candidates must have 6 years' appropriate experience in Administration of which three (3) years must be at the level of Chief Administrative Officer Grade 8 or supervisory level.

Additional requirements: Preference will be given to candidates with a Bachelor of Business Administration/ Management, Public Administration/ Management. Interested candidates must be in possession of a valid three (3) years driver's license (Code B). Computer Literacy is essential as well as excellent communication skills.

Main Duties:

- Coordinate developmental projects at constituency level.
- Implement, monitor and evaluate annual work plan and produce monthly reports.
- Create platforms to solicit inputs from Constituencies Development Committee on capital projects.
- Organize community meetings on request of the Constituency Councilor.
- Provide budget inputs to the Deputy Director Administration.
- Ensure the supervision of staff at the Constituency office.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr S. W. Imasiku 062 566531 / Ms K. Karumendu 062 566533

DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION SUBDIVISION: SETTLEMENT ADMINISTRATION

Post designation	:	Control Administrative Officer Grade 6
1X Post	:	Epukiro Settlement Office
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\$13,800 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification NQF level 6 plus 6 years approximate appropriate experience.

Additional requirements: An appropriate National Diploma or equivalent qualification NQF Level 6 in Public Management/ Administration, Financial Management and Accounting and Community Development plus 6 years approximate appropriate experience. Must have the knowledge and experience in Local Authority administration, procurement of goods and

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services, stock control and general administration and be in possession of a valid driving license.

Main Duties:

- Provide budgetary inputs to the Deputy Director Administration;
- Identify staffing needs/ resources;
- Identify training needs of subordinates and submit proposals;
- Responsible and supervise minute-taking at Settlement Advisory/ Development Committee meetings;
- Report administrative/ technical related problems to the Deputy Directors: Administration and Technical Services respectively;
- Coordinate community development projects at settlement and communicate any relevant complaints to the Deputy Directors/ Directorate Planning and Development.
- Communicate customer complaints/ inputs/ suggestions to the DD: Technical Services.

- Coordinate with the Directorate of Planning and Development on issues relating to OVC's, 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.
- Responsible and supervise the compilation of monthly report (settlement). Responsible and supervise the cleanliness and image of settlement buildings and premises.
- Responsible and supervise the updating of settlement inventory registers.
- Responsible for the daily supervision of municipal services within settlement areas.
- Ensure that tax invoices and delivery noted are reconciled. Oversee the update of the Loan Register.
- Authorize the issuing/ receipt vouchers and Counter Book.
- 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: Mr S. W. Imasiku 062 566531 / Ms K. Karumendu 062 566533

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

Post designation	:	Control Administrative Officer Grade 6
1X Post	:	Otjinene Constituency Office
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\$13,800 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification NQF level 6. Candidates must have 6 years' appropriate experience in Administration of which three (3) years must be at the level of Chief Administrative Officer Grade 8 or supervisory level.

Additional requirements: Preference will be given to candidates with a Bachelor of Business Administration/ Management, Public Administration/ Management. Interested candidates must be in possession of a valid three (3) years driver's license (Code B). Computer Literacy is essential as well as excellent communication skills.

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Main Duties:

- Coordinate developmental projects at constituency level.
- Implement, monitor and evaluate annual work plan and produce monthly reports.
- Create platforms to solicit inputs from Constituencies Development Committee on capital projects.
- Organize community meetings on request of the Constituency Councilor.
- Provide budget inputs to the Deputy Director Administration.
- Ensure the supervision of staff at the Constituency office.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr S. W. Imasiku 062 566531 / Ms L. Mbuende 062 566532

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

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Okorukambe Constituency Office
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616.00 per annum
Transport Allowance	:	N\$8,760.00 per annum
Remoteness Allowance	:	N\$13,800.00 per annum

Minimum Requirement: 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 3-year appropriate experience.

Additional requirement: Must have the knowledge and experience in public procurement of goods and services, stock control and general administration.

Main Duties:

- Provide budgetary inputs to the Control Administrative Officer Grade 6.
- Identify staffing needs / resources.
- Identify training needs of subordinates and submit proposals.
- Responsible for minute-taking at settlement development committee meetings.
- Report IT related issues to the Control Administrative Officer.
- Coordinate community development projects at constituency level and communicate any relevant complaints to the Control Administrative Officer / Directorate of Planning and Development.
- Communicate customer complaints on basic services to relevant stakeholders.
- Assist the Directorate of Planning and Development on issues relating to OVC's, decentralized build together programme, allocation of plots etc.
- Organize community meetings on instruction of the Control Administrative Officer or Settlement Development Committee.
- Implement relevant Regional Council Policies, Rules and Regulations as the supervisor.
- Serve as the Scribe during the CDC meetings.
- Provide inputs for the compilation of CDC monthly report.
- Responsible for the cleanliness and image of constituency buildings and premises.
- Responsible for the updating of CDC inventory registers.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr S.W. Imasiku 062 566531 / Ms K. Karumendu 062 566533

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT ADMINISTRATION

Post Designation	:	Artisan Handyman Grade 13 (Multi)
1 x Post	:	Epukiro
Salary Scale	:	N\$74,733 - N\$97,180
Housing allowance	:	N\$11,616.00 per annum
Transport allowance	:	N\$8,760.00 per annum
Remoteness Allowance	:	N\$13,800.00 per annum

Minimum requirements: A Grade 10 Certificate (or equivalent) on NQF Level 1.

Additional requirements: Completed apprenticeship OR a Trade Diploma/Certificate Level III issued in terms of existing legislation in plumbing / electrical. Candidate must be able to communicate in English.

Main Duties:

- Assist in performing all plumbing/ electrical work.
- Render support services in the management of sewerage systems.
- Identify and report defects on buildings and machinery to the immediate supervisor.
- Maintain equipment and tools.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr S.W. Imasiku 062 566531 / Ms K. Karumendu 062 566533

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT ADMINISTRATION

Post Designation	:	Artisan Handyman Grade 13 (Multi)
1 x Post	:	Aminius Settlement Office
Salary Scale	:	N\$74,733 - N\$97,180
Housing allowance	:	N\$11,616.00 per annum
Transport allowance	:	N\$8,760.00 per annum
Remoteness Allowance	:	N\$13,800.00 per annum

Minimum requirements: A Grade 10 Certificate (or equivalent) on NQF Level 1.

Additional requirements: Completed apprenticeship OR a Trade Diploma/Certificate Level III issued in terms of existing legislation in plumbing / electrical. Candidate must be able to communicate in English.

Main Duties:

- Assist in performing all plumbing/ electrical work.
- Render support services in the management of sewerage systems.
- Identify and report defects on buildings and machinery to the immediate supervisor.
- Maintain equipment and tools.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr S.W. Imasiku 062 566531 / Ms K. Karumendu 062 566533

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT ADMINISTRATION

Post Designation	:	Artisan Handyman Grade 13 (Multi)
1 x Post	:	Buitepos Settlement Office
Salary Scale	:	N\$74,733 - N\$97,180
Housing allowance	:	N\$11,616.00 per annum
Transport allowance	:	N\$8,760.00 per annum
Remoteness Allowance	:	N\$13,800.00 per annum

Minimum requirements: A Grade 10 Certificate (or equivalent) on NQF Level 1.

Additional requirements: Completed apprenticeship OR a Trade Diploma/Certificate Level III issued in terms of existing legislation in plumbing / electrical. Candidate must be able to communicate in English.

Main Duties:

- Assist in performing all plumbing/ electrical work.
- Render support services in the management of sewerage systems.
- Identify and report defects on buildings and machinery to the immediate supervisor.
- Maintain equipment and tools.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr S.W. Imasiku 062 566531 / Ms L. Mbuende 062 566532

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT ADMINISTRATION

Post Designation	:	Artisan Handyman Grade 13 (Multi)
1 x Post	:	Tallismanus Settlement Office
Salary Scale	:	N\$74,733 - N\$97,180
Housing allowance	:	N\$11,616.00 per annum
Transport allowance	:	N\$8,760.00 per annum
Remoteness Allowance	:	N\$13,800.00 per annum

Minimum requirements: A Grade 10 Certificate (or equivalent) on NQF Level 1.

Additional requirements: Completed apprenticeship OR a Trade Diploma/Certificate Level III issued in terms of existing legislation in plumbing/electrical. Candidate must be able to communicate in English.

Main Duties:

- Assist in performing all plumbing/ electrical work.
- Render support services in the management of sewerage systems.
- Identify and report defects on buildings and machinery to the immediate supervisor.
- Maintain equipment and tools.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr S.W. Imasiku 062 566531 / Ms L. Mbuende 062 566532

**DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: HUMAN RESOURCES**

Post designation	:	Human Resource Practitioner Grade 8
1X Post	:	Gobabis
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirement: A National Diploma majoring in Human Resources Management on NQF Level 6.

Additional requirements: Preference will be given to candidates in possession of a Bachelor's Degree on NQF Level 7 majoring in Human Resource Management. Computer Literacy is essential as well as excellent communication skills.

Enquiries: Ms. C. Adams 062 566537 / Ms L. Mbuende 062 566532

**DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: HUMAN RESOURCES
SUBDIVISION: TRAINING**

Post designation	:	Learning and Development Officer Grade 8
1X Post	:	Gobabis
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirement: An appropriate National Diploma in Human Resources Management /Development on NQF level 6.

Additional requirements: Preference will be given to candidates with an appropriate B. Degree on NQF Level 7 majoring in Human Resources Management/Development. Candidate must have exceptional interpersonal and communication skills. Computer literacy and a valid code B driver's license will be added as advantage.

Enquiries: Ms. C. Adams 062 566537 / Ms L. Mbuende 062 566532

**DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES
SECTION: PUBLIC RELATIONS & MEETINGS**

Post designation	:	Administrative Officer Grade 12
1X Post	:	Gobabis
Salary Scale	:	N\$102,622 – N\$123,086
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirement: A Grade 12 certificate or equivalent qualification on NQF Level 3 (20 points over five (5) subjects with an E-grade in English.

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Additional requirements: Good English professional writing skills, meetings administration and minute writing and typing skills (at least 50 words per minute).

Enquiries: Mr S. W. Imasiku 062 566531 / Ms L. Mbuende 062 566533

NB: All **foreign qualifications** must be submitted with an **evaluation report of qualifications from Namibia Qualifications Authority**. All applications must be done on the **new employment application form** 156043 and 156094 obtainable at all Government Offices together with a **comprehensive CV and certified copies of educational qualifications, proof of identification, testimonials** and any other relevant documents. **Note must be taken that competitions for vacancies in the Public Service have been limited. Public Servants must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level.**

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

Women and people with disabilities are encouraged to apply.

Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

Applications must be addressed to:

**The Chief Regional Officer
Omaheke Regional Council
Private Bag 2277
Gobabis**

OR HAND DELIVER TO:

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

OMUSATI REGIONAL COUNCIL

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

Post Designation	:	Senior Education Officer Grade 6 (Biology and Life Science Grade 8-12)
1xPost	:	Outapi
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520-00 per annum
Transport Allowance	:	N\$8,760- 00 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 requirement;

- Preference will be given to candidates who specialize in Biology and Life Science Grade 8-12)

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 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:

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

**The Regional Director
Directorate of Education, Arts & Culture
Private Bag 529
OUTAPI**

Or hand delivery @ Outapi Regional Office Reception

OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Oshikwanyama Grade8-12)
1xPost	:	Ongwediva Teacher's Resource Centre
Salary Scale	:	N\$328,139--N\$392,158
Housing Allowance	:	N\$13,080-00 per annum
Transport Allowance	:	N\$7,680-00 per annum

Appointment requirement:

- An appropriate degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience

Or

- An appropriate qualification or equivalent qualification on NQF Level 8 plus 3 years appropriate experience

Supplementary Requirements:

- a) Candidates must be able to supervise and provide Continuing Professional Development (CPD) services in Oshikwanyama Grade 4 up to Advanced Subsidiary Level and must have taught Oshikwanyama at Grade 10-12 phases (**proof must be attached**)
- b) Candidate must be able to coordinate CPD activities and programmes for Afrikaans.
- c) Having done Afrikaans in Grade 12 / Standard 10 or high will be an added advantage.

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

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

OTJOZONDJUPA REGIONAL COUNCIL

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

CIRCUIT: OTJIWARONGO

Post Designation	:	Principal Grade 5 (Grade 0-7)
1x Post	:	Otjiwarongo Project 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	:	Principal Grade 5 (Grade: 8-11)
1x Post	:	Orwetoveni Project 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-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 Secondary Phase.

Post Designation	:	Head of Department Grade 6
	:	Commerce: Accounting and Economics Grade 8-12
1x Post	:	Otjiwarongo 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 (Natural Science & Health Education (NSHE) Grade 4-7)
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 Natural Science and Health Education Grade 4-7 and must be able to support schools with Elementary Agricultural Grade 5-7.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Physical Science Grade 8-9 and Physics & Chemistry Grade 10-12).
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.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Junior Primary: Grade 1-3)
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 & Otjiherero/Oshindonga/Khoekhoegowab/Rukwangali or English and Afrikaans at Junior Primary Phase.

CIRCUIT: GROOTFONTEIN

Post Designation	:	Inspector of Education Grade 5
1x Post	:	Grootfontein Circuit Office
Duty Station	:	Grootfontein
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	:	Head of Department Grade 6 Mathematics and Sciences Grade 8-12
1x Post	:	Otjiwanda 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.

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

Post Designation	:	Chief Hostel Matron Grade 12
1x Post	:	Die Fort 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 Level 2.

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

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

IMPORTANT NOTES TO APPLICANTS

- The “Application for Employment”-form (new format) as well as the “Health Questionnaire” (available at all Offices/Ministries/Agencies) should be properly completed and signed. **Failure to properly complete all items on the “Application for Employment”-form and/or “Health Questionnaire” and not attaching the necessary/required documents to the application form will disqualify the application.**

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- “Application for Employment”-forms should be accompanied by certified copies of the applicant’s comprehensive curriculum vitae and all relevant certified copies of all educational / academic qualifications and the proof of Namibian citizenship, testimonial (s) and certificates of service from all previous employers.
- Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached.
- Interested and suitably qualified persons from designated groups are strongly encouraged to apply.

Only shortlisted candidates will be contacted, and no documents will be returned to unsuccessful applicants.

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

**or Hand Delivery
Otjozondjupa Education Directorate, Arts
Human Resource Office**