



**REPUBLIC OF NAMIBIA**  
**OFFICE OF THE PRIME MINISTER**

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

**20 SEPTEMBER 2022**

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

**CC: PUBLIC SERVICE COMMISSION**

**PSM CIRCULAR NO. I OF 2022**

**VACANCIES IN THE PUBLIC SERVICE OF NAMIBIA**

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

**INSTRUCTIONS**

1. All requests for internal advertisements are to be forwarded by e-mail to Ms Sezuni at [Margaret.Sezuni@opm.gov.na](mailto:Margaret.Sezuni@opm.gov.na) not later than the 10<sup>th</sup> of each month at 14H00. **The Offices/Ministries/Agencies are requested to ensure that only approved funded essential services posts are forwarded for advertising. Approval must be obtained from the Secretary to Cabinet and the posts must be budgeted for.**
2. Offices/Ministries/Agencies must take full responsibility to ensure that any e-mail sent to the Department is not virus infected because it will not be

**PSM CIRCULAR NO. I OF 2022, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 20 SEPTEMBER 2022,  
CLOSING DATE 21 OCTOBER 2022**

opened and processed. The consequences will be borne by the Office/Ministry/Agency whose e-mail contains viruses. In the event of any computer dysfunction at the above e-mail address, an alternative e-mail address will be provided.

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

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

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

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

(ii) Representations for retention of services:

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

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

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

**(d) General**

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

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

**6. CLOSING DATE: 21 OCTOBER 2022**

***Signed by Tuyakula Haipinge***

**TUYAKULA HAIPINGE**

**DEPUTY EXECUTIVE DIRECTOR: DPSM**

## MANAGEMENT CADRE

### NATIONAL ASSEMBLY SECRETARIAT

#### DIRECTORATE: LIBRARY AND COMPUTER SERVICES

<b>Post Designation</b>	:	Director Grade 3
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$528,193 – N\$560,522
<b>Motor Vehicle Allowance</b>		
<b>Capital costs</b>	:	N\$87,202 per annum
<b>Running costs</b>	:	N\$27,273 per annum
<b>Housing benefit</b>	:	N\$81,558 per annum

**Minimum requirements:** A B Degree at NQF Level 7 in Library and Information Science OR Bachelor of Computer Science plus 9 years appropriate experience in Library OR Computer Services, policy execution, organisation, financing, personnel provision and management.

**Personal Specifications:** The person must be conscientious with a professional approach. The incumbent is responsible for planning, organising, directing and controlling the Directorate's resources to purposefully carry out the Directorate's objectives. The incumbent of this position shall ensure the proper management, administration and maintenance of the Parliament computer network. He or she provides staff guidance in implementing government policies and directives and ensures that teamwork, productivity and responsibility is exercised within the Directorate. The incumbent is also responsible for the procurement of material resources necessary for the Directorate to meet its objectives. The incumbent is responsible to manage the activities of Information Technology, to ensure that the computer equipment being bought by the Parliament meet the approved specifications and requirements of the Institution. He or she shall ensure that the library acquisition, lending and inter-library loan policies are implemented in a transparent manner.

The Director Library and Computer Services, not only requires professional skills in the above-mentioned matters, but also managerial and social skills for such a public and visible office. He/She must be able to communicate professionally with Members of Parliament, Governors, Councilors and the broader citizenry.

In the case of candidates from the Public Service, only those who have had their probation confirmed on the level of Deputy Director Grade 4 (M) or above, on or before the date of the advert will be considered in terms of PSM Circular No. 23 of 2003. Please note that proof of confirmation of probation should be attached to your application and that failure to do so would lead to automatic disqualification.

**Functions and Duties:**

- Manages, directs and controls the functioning and development of the Library Services, Information Technology (IT), Research Information Publications and Editorial Services (RIPES);
- Manages the development and functioning of an archival and documentary unit to document the legislative process, including that of pre-independence legislation, so that the decision making process becomes transparent and can be recapitulated in the course of law revision;
- Manages the procurement of library and computer materials including, Donations, Purchases, Legal Deposits and Publications Exchange.
- Ensures that the Digital Resources, Network Structure, Bookmarks, Email Accounts, Network Security and shared IT resources are systematically organised to accelerate faster retrieval;
- Prepare and administer the budget expenditures to carry out the mission of the Directorate.
- Coordinates and facilitate the identification of staff training needs by carrying out regular staff assessment and planning reviews.
- Provide staff support, evaluates performance, motivates staff, administer corrective disciplinary action and delegates authority to ensure transparency and skill transfer for required functions.
- Liaise with other professionals in the areas of library, computer and research services
- Liaising with other institutions locally, regionally and internationally whose activities are relevant to the functions of the Directorate and Parliament.
- Participating in national, regional, and international parliamentary related conferences, workshops, symposia and seminars.
- Ensure that the Directorate carry out research covering local, regional and international issues as required by the Member of Parliament and respond to research request.
- Manage the positive image of the National Assembly through compilation of Parliamentary stories and publication(s) on social media platforms.
- Ensure that the Directorate through the Public Relations coordinates with various media Houses for coverage of Parliamentary events in order to boost the image of the National Assembly.
- Carrying out any other duties as requested from time to time by the Secretary of the National Assembly

**Enquiries: Ms. Lydia T. Kandetu**, Tel 2889111 x 2503;  
HR Practitioners at Tel 288 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.

Applicants who are/were employed somewhere else must attach their testimonials or certificate of service as proof of previous experience gained.

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

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**

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## MANAGEMENT CADRE

### MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES

DIVISION: WINDHOEK CENTRAL HOSPITAL

SUB-DIVISION: GENERAL ADMINISTRATIVE SUPPORT SERVICES

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

**Minimum Requirements:** An appropriate 4 years Bachelor's Degree or equivalent qualification (NQF Level 7) in Administration OR Financial Management Field plus nine (9) years approximate appropriate experience.

**Supplementary Requirements:** Candidate should have knowledge of Hospital Administration, Project Management & Financial Management. Computer literacy will be a pre-requisite. Master's Degree will serve as advantage.

#### **Primary Purpose of the position**

- Providing strategic and functional direction in regards to management of resources.
- Serving as a source of administrative management and link to the office of the Chief Medical Superintendent.
- Providing administrative support in regards to general services & finance.
- Ensuring capacity of operational technical and administrative staff at all levels within the domain of Administrative Support Services & Finance.

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

**Enquiries:** Dr D.I Uirab, Tel 061 203 3004; Ms R.R Podeweltz Tel: 061 203 3071

**Application of employment forms must be hand-delivered to the Ministry of Health and Social Services, Windhoek Central Hospital, Human Resource Management Office, Basement, Ooivaarts Street,**

**OR MAILED TO**

**Ministry Of Health and Social Services  
Windhoek Central Hospital  
Private Bag 13215  
Windhoek**



## MANAGEMENT CADRE

### MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES

DIVISION: WINDHOEK CENTRAL HOSPITAL

DIVISION: GENERAL MANAGEMENT

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

**Minimum Requirements:** An appropriate 4 years Bachelor's Degree in Clinical Science plus nine (9) years approximate appropriate experience in Health Care Technology and Facility Management.

**Supplementary Requirements:** Post Graduated Diploma in Health Care Technology Management. Candidate should have knowledge in Project Management. Computer literacy will be a pre-requisite.

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

**Enquiries:** Dr D.I Uirab, Tel (061) 203 3004; Ms R.R Podeweltz, Tel 061 203 3071

**Application of employment forms must be hand-delivered to the Ministry of Health and Social Services, Windhoek Central Hospital, Human Resource Management Office, Basement, Ooivaarts Street,**

**OR Mailed To**

**Ministry Of Health and Social Services  
Windhoek Central Hospital  
Private Bag 13215  
Windhoek**

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## MANAGEMENT CADRE

### KUNENE REGIONAL COUNCIL

#### DIRECTORATE: GENERAL SERVICES DIVISION: HUMAN RESOURCES MANAGEMENT

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Opuwo
<b>Salary Notch</b>	:	N\$492,567 – N\$517,836
<b>Salary Notch</b>	:	N\$492,567 per annum
<b>Housing benefit</b>	:	N\$68,188 per annum
<b>Capital Cost</b>	:	N\$76,950 per annum
<b>Running Cost</b>	:	N\$25,751 per annum

**Minimum requirements:** A B Degree at NQF L7 majoring in Human Resources Management plus 9 years appropriate experience.

#### **Main duties and responsibility:**

- Advise the Accounting Officer and other line managers on all human resource related matters.
- Facilitate the implementation of the Performance Management System.
- Coordinate the training and development of human resources.
- Ensure that human resource decisions of the Council are implemented.
- Collaborate with line ministries in the implementation of human resource programmes at the Regional level.
- Responsible for the compilation of the human resource budget.
- Responsible for drafting the Affirmative Action Plans and Reports for the Regional Council.
- Ensure communication, coordination and awareness of HR policies and procedures impacting on decentralization amongst line ministries, Regional Councils and Local Authorities.
- Identification of staff training needs.
- Ensure the implementation and review of divisional management plans.
- Coordinate and liaise organizational staffing needs.
- Participate in collective bargaining and negotiations with Trade Unions.
- Facilitate proposals for the abolition and creation of posts on the structure of the Regional Council.
- Ensure the establishment of the Workplace Wellness Programme and the implementation thereof.
- Overseeing and supervise all human resource activities and report to the Director General Services on monthly and quarterly basis.
- Conduct inspections within the Regional Council to ensure compliance with prescribed staff rules and standards.
- Supervise and direct subordinates within the division.
- Participate in the formulation, implementation, Monitoring & Evaluation of the Strategic Plans.
- Submit HR policy proposals to the Office of the Prime Minister for consideration and recommendation.
- Coordinate the assessment of staffing needs of the Regional Council and have the necessary establishment proposals drafted for consideration by the Office of the Prime Minister.

- Ensure that all staff movements (appointments, transfers, promotions, demotions, discharges, etc) are properly recorded and relevant information transmitted to the Public Service Commission through the Ministry of Regional, Local Government, Housing and Rural Development.
- Attend to human resource-related audit queries.
- Carry out any other official duties assigned from time to time.

**Please note: Only shortlisted Candidate will be informed and no personal documents will be returned.**

**Enquiries:** Mr. Josef E. Jantze / Mr. Paulus Ndemupanda @ 065273950

Applicants must be Namibian citizens. Application forms, Form 156043 obtainable from all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and ID. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation and confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application. No application forms and documents will be returned. Application forms should be hand-delivered or addressed to:

**The Chief Regional Council  
Kunene Regional Council  
Private Bag 502  
Opuwo  
Attention: Human Resources Management**

**Or hand delivers to:**

**Human Resource Office  
Kunene Regional Council  
Mbumbijazo Muharukua Street  
Opuwo**

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## NATIONAL ASSEMBLY SECRETARIAT

### DIRECTORATE: OFFICE OF THE SECRETARY

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

**Minimum requirements:** A B Degree (or equivalent qualification) NQF L7 plus 6 years appropriate experience.

**Additional requirements:** Candidates in possession of a degree in Public Management shall receive preference.

This job category includes personnel involved at operational level with the managing of the diary (ies) of the President, Prime Minister, Minister(s) or Executive Director (s) in respect of appointments; the assisting of the person concerned with his/her ceremonial, executive and representative obligations where applicable; the taking care of logistic matters; the assisting of the person concerned with diverse private obligations; the liaising with the departments/directorates in the Office/Ministry/Agency and with other Offices/Ministries/Agencies, officers, private persons, etc by means of personal contact or by telephone or correspondence; the compiling, forwarding and distribution of correspondence, cabinet memoranda, speeches, etc; and the coordinating, supervision and controlling of the functioning of the office.

#### **Main Duties:**

- Manage the diary of the Secretary
- Drafting of letters and correspondence with limited powers on behalf of the Secretary of the National Assembly.
- Co-ordinating and in some instances drafting of cabinet memorandum and documents.
- Receiving and channelling of incoming mail to correct individuals.
- Assisting and coordinating in the preparation of speeches and news releases.
- Attending meetings on behalf of the Secretary of the National Assembly;
- Making functional decisions and taking responsibility of such decisions;
- Responsible for the logistical travel arrangement of the Secretary;
- To undertake tasks delegated by the Secretary and to manage the office of the Secretary.
- Maintaining coordination and liaison among directorates, divisions and sub-divisions of the National Assembly.

- Coordinating and liaising on the daily and weekly programmes of the National Assembly.
- Organizing functions, meetings and travel tasks for the Secretary.
- Coordinating communication on behalf of the Secretary.
- Ensuring follow ups on official correspondences.
- Serving as contact point in office of the Secretary.
- Taking minutes and notes at meetings chaired by the Secretary.
- Preparing reports on activities and as required by the Secretary.
- Liaise with Members of Committees served by the Secretary.
- Perform various other work-related functions as may be assigned/delegated from time to time by the Secretary to the National Assembly

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

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.

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

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

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## MINISTRY OF AGRICULTURE, WATER AND LAND REFORM

### DEPARTMENT OF AGRICULTURAL PRODUCTION DIRECTORATE OF VETERINARY SERVICES OFFICE OF THE CHIEF VETERINARY OFFICER

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$151, 910 – N\$182,202 per annum
<b>Salary Notch</b>	:	N\$151,910 per annum
<b>Housing allowance</b>	:	N\$11,616 per annum.
<b>Transport Allowance</b>	:	N\$8,760 per annum.

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR a Grade 12 Certificate with 20 points and an E-grade in English (NQF Level 3) **PLUS** 3 years appropriate experience. **Candidate must be computer literate and a code B valid driver's license is compulsory.**

#### **Main Duties:**

- Provide Administrative Support Services to the Chief Veterinary Officer as well as Regional Offices,
- Preparation of budget for the Directorate and the monitoring of expenditure and review the budget;
- Monitor financial control systems and attend budget meetings;
- Management and controlling of procurement for the Directorate (including Development Projects);
- Prepare tender documents in collaboration with the PMU and ensure proper delivery of goods;
- Management of the Directorate fleet in collaboration with the Division: Plant and Fleet Management;
- Present the Directorate at other ad-hoc committees such as ACLC, HIV/AIDS Committee and Affirmative Action Committee;
- Provide training to Administrative Officers on budgeting, procurement, etc.;
- Keep the personnel establishment up to date in collaboration with the Human Resource Office;
- Provide quarterly financial reports to the Directorate;
- Any other duties as assigned to by the supervisor

**Candidates in the Public Service should attach their copy of confirmation of probation letter.**

**Enquiries:** Dr. Albertina Musilika-Shilongo; Tel: (061) 208 7513

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**DEPARTMENT OF AGRICULTURAL PRODUCTION  
DIRECTORATE OF VETERINARY SERVICES  
DIVISION: VETERINARY PUBLIC HEALTH**

<b>Post Designation</b>	:	Veterinary Hygiene Inspector Grade 9 (P)
<b>2x posts</b>	:	(a) Aranos Abattoir (b) Katima Mulilo Abattoir
<b>Scale of Salary</b>	:	N\$227,453 – N\$253,149 (P)
<b>Housing allowance</b>	:	N\$14,520 per annum.
<b>Transport Allowance</b>	:	N\$8,760 per annum.

**Minimum Requirements:** A three year National Diploma for Meat Technician or National Diploma in Public Health or National Diploma in Environmental Health on NQF Level 6. An appropriate B-Tech degree will be an added advantage.

**Main responsibilities:**

The Primary function and duties of the VHI are those on supervisory level and assisting the Senior Veterinary Hygiene Inspector at export establishments in various ways to enable him/her to certify with integrity compliance with importing countries' requirements. These duties will depend on whether or not other supervisory staff is available and the specific duties assigned to him or her by the Senior VHI or Chief VHI.

**Line Functions:**

- Assist the state Veterinarian on supervisory level in controlling, evaluating and reporting functions as assigned to him/her in general or specifically by the state veterinarian.
- Training (formal and informal), evaluating and controlling subordinates staff including compiling duty station rosters for VHAs.
- Evaluating, checking for correctness of records, procedures, claims etc. of subordinate staff or the establishment and corrective actions where required. (consult check list & specified duties assigned by the supervisors)
- Assist in verifying compliance with hygiene and other import requirements by inter alia and ad hoc inspections, taking samples & evaluating findings, control labels/stamps, keeping of records as required.
- Assist the Senior VHI and Chief VHI in writing various reports (such as personnel reports, monthly returns, deficiency reports etc.) and obtaining the necessary information.
- Do proper inspections on carcasses and viscera information in events of shortage of VHAs.
- Reporting unacceptable or unhygienic conditions or procedures to his/her supervisor/ Chief VHI.
- Exercise good control over detained and condemned material as required.
- Update and acquaint him/her with new circulars, directives concerning the work share of staff and implement applicable instructions.
- In general exercise those duties within his/her expected share of knowledge or assigned to by his/her supervisors.
- Attending or conducting meetings with subordinate staff and others on regular basis as required by the Senior VHI and Chief VHI.
- Assist the Senior VHI and Chief VHI in budgetary & stock control matters (drafting, expenditure control commitments, treasury instructions) etc.
- Execute specific duties assigned or delegated by the SVHI (including administrative tasks).

- Render relief duties at other establishments when required by DVS-HQ.

**Enquiries:** Dr. Selma N Shilongo (Chief Veterinarian: Veterinary Public Health); Tel. 061-2087546 or Mrs Liina Kamati (Control Veterinary Hygiene Inspector); Tel. 061-2087548

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**DEPARTMENT OF AGRICULTURAL PRODUCTION  
DIRECTORATE OF VETERINARY SERVICES  
DIVISION: ANIMAL DISEASE CONTROL (NORTH-EASTERN REGIONS)**

<b>Post Designation</b>	:	Veterinary Technician Grade 9
<b>1x post</b>	:	Rundu
<b>Scale of Salary</b>	:	N\$185 920 – N\$222,994 (P)
<b>Housing allowance</b>	:	N\$11,616 per annum.
<b>Transport Allowance</b>	:	N\$8,760 per annum.

**Minimum Requirements:** Namibian citizen. A three (3) year National Diploma in Agriculture NQF Level 6. The candidate must have good supervisory skills and at least some working experience as a technician in a veterinary field and appropriate knowledge on Namibian Livestock Identification and Traceability System (NamLITS). Driver's license will be considered as an added advantage

**Nature and Scope of work:** The incumbent will supervise Administrative Officers and assist with training, monitoring and investigations of NamLITS. The incumbent will also supervise the implementation of the traceability system in the new State Veterinary Offices. Will be responsible of all NamLITS equipment's in the region. Assist NamLITS office to conduct annual auditing at state veterinary offices.

**Enquiries:** Dr. Thompson Shuro (State Veterinarian); Tel. 066-255016

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**DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION**

<b>Post Designation</b>	:	Artisan Foreman Grade 9
<b>3x posts</b>	:	(a) Oshikoto Region (Onankali) (b) Otjozondjupa Region (Otjiwarongo) (c) Omaheke Region (Gobabis)
<b>Scale of Salary</b>	:	N\$185,920 – N\$222,994 per annum
<b>Housing allowance</b>	:	N\$11,616 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirements:** A Trade Diploma (mechanical or civil) plus a minimum of 3 years appropriate experience in the operation and maintenance of water supply infrastructure, technical problem solving, community based management and personnel management. **The candidate must be in possession of a valid Code CE drivers' license as he/she will operate heavy vehicles.**

**Additional Requirements:** The candidate must have extensive knowledge in the maintenance of operational equipment such as solar pumps, generators and all related infrastructure.



**Candidates in the Public Service should attach their copy of confirmation of probation letter.**

**Enquiries for posts:** (a) Mr. Stephenson Tuukondjele; Tel: 065 286 320  
(b) Mr. Ernesto Karabo; Tel (067) 313 020  
(c) Ms Natasha Meroro; Tel (062) 564 436/7

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**DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION  
SUBDIVISION: OSHANA REGION**

**Post Designation** : Chief Administrative Officer Grade 8  
**1x post** : Oshakati  
**Salary Scale** : N\$227,453 – N\$271,828  
**Salary Notch** : N\$227,453 per annum  
**Housing allowance** : N\$14,520 per annum  
**Transport Allowance** : N\$8,760 per annum

**Minimum Requirements:** An appropriate National Diploma in Business Administration or Public Management/Administration or equivalent qualification (NQF Level 6) plus four (4) years appropriate experience in two (2) areas of Budgeting or Transport Management or Procurement or Stores or Human Resources Administration. Computer literacy in MS Office will be an advantage. The incumbent will be responsible for the Human Resource, Finance and Administrative function in the Cluster. Candidate should be in possession of a valid driving license.

**Candidates in the Public Service should attach their copy of confirmation of probation letter.**

**Enquiries:** Mr. Ismael Hambudi; Deputy Director: North Central Regions; Tel: (065) 221 447/8

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**DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION  
SUBDIVISION: OSHANA REGION**

**Post Designation** : Chief Administrative Officer Grade 8  
**1x post** : Oshakati  
**Salary Scale** : N\$227,453 – N\$271,828  
**Salary Notch** : N\$227,453 per annum  
**Housing allowance** : N\$14,520 per annum  
**Transport Allowance** : N\$8,760 per annum

**Minimum Requirements:** An appropriate National Diploma in Business Administration or Public Management/Administration or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR a Grade 12 certificate (20 points with an E-symbol in English) plus three (3) years appropriate experience in two (2) areas of Budgeting or Transport Management or Procurement or Stores or Human Resources Administration. Computer literacy in MS Office will be an advantage. The incumbent will be responsible for the Human Resource, Finance and Administrative function in the Cluster. Candidate should be in possession of a valid driving license.

**Candidates in the Public Service should attach their copy of confirmation of probation letter**

**Enquiries:** Mr. Ismael Hambudi; Deputy Director: North Central Regions; Tel: (065) 221 447/8

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**DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION**

<b>Post Designation</b>	:	Senior Rural Water and Sanitation Officer Grade 9
<b>4x posts</b>	:	(a) Oshana Region (Oshakati) (b) Oshikoto Region (Onankali) (c) Zambezi Region (Katima Mulilo) (d) //Kharas Region (Keetmanshoop)
<b>Scale of Salary</b>	:	N\$185,920 – N\$222,994 per annum
<b>Housing allowance</b>	:	N\$11,616 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirements:** An appropriate National Diploma in Community Development or equivalent on NQF L6 plus three (3) years' experience in Water and Sanitation Discipline. He/she must have a sound knowledge and understanding of the Rural Community of the particular region. The applicant must have the appropriate training and experience in community facilitation and management. The applicant must be in possession of a code BE driver's license.

**Candidates in the Public Service should attach their copy of confirmation of probation letter.**

**Enquiries for posts:**

- (a) Mr. Justinus Pataka (Regional Head: Oshana Region); Tel (065) 221 447
  - (b) Mr. Stephenson Tuukondjele (Regional Head: Oshikoto Region); Tel: (065) 283 320
  - (c) Ms Betty Muyatwa (Regional Head: Zambezi Region); Tel: (066) 253 326
  - (d) Mr. Albertus Bezuidenhoudt (Regional Head: //Kharas Region); Tel: (063) 221 650
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**DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION  
DIVISION: WATER INFRASTRUCTURE DEVELOPMENT**

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

**Minimum Requirements:** An appropriate 4 year B-Honors degree (NQF L8) in Hydrology or Geo-Hydrology plus four (4) years appropriate experience in the Water Sector. A valid Driver's License or Learners License is a strict requirement for the position

**A detailed job description will be made available on request.**

**Candidates in the Public Service should attach their copy of confirmation of probation letter.**

**Enquiries:** Mr. Henry Beukes; Chief Hydrologist; Tel (061) 208 7316

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**DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION  
DIVISION: NORTH CENTRAL REGIONS**

<b>Post Designation</b>	:	Senior Development Planner Grade 7
<b>1x post</b>	:	Oshakati
<b>Salary Scale</b>	:	N\$277,264 – N\$331,358
<b>Salary Notch</b>	:	N\$227,264 per annum
<b>Housing allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum requirement:** An appropriate B-degree or equivalent degree (NQF Level 7) in Sociology or Water Sanitation or Community Development Studies plus four (4) years appropriate experience. The incumbent must have sound knowledge and understanding of the Rural Community of the Region and knowledge and understanding of community mobilization, water and sanitation. S/he must be an expert in MS Office and in possession of a valid drivers' license.

**A detailed job description will be made available on request.**

**Candidates in the Public Service should attach their copy of confirmation of probation letter.**

**Enquiries:** Mr. Ismael Hambudhi; Deputy Director: North Central Regions; Tel: (065) 221 447

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**DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION  
DIVISION: NORTH CENTRAL REGIONS**

<b>Post Designation</b>	:	Development Planner Grade 8
<b>2x posts</b>	:	(a)Omusati Region (Outapi) (b)Oshikoto Region (Onankali)
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Housing allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum requirement:** An appropriate B-degree or equivalent degree (NQF Level 7) in Sociology or Water Sanitation or Community Development Studies. The incumbent must have sound knowledge and understanding of the Rural Community of the Region and knowledge and understanding of community mobilization, water and sanitation. S/he must be an expert in MS Office and in possession of a valid drivers' license.

**A detailed job description will be made available on request.**

**Candidates in the Public Service should attach their copy of confirmation of probation letter.**

**Enquiries for posts:**

(a) Mr Martin Petrus; (Regional Head: Omusati Region); Tel: (065) 251 900

(b) Mr Stephenson Tiikondjele (Regional Head: Oshikoto Region); Tel: (065) 286 320

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**DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION  
SUBDIVISION: KHOMAS REGION**

<b>Post Designation</b>	:	Chief Works Inspector Grade 7
<b>1x post</b>	:	Windhoek
<b>Salary scale</b>	:	N\$277,264 – N\$331,358
<b>Housing allowance</b>	:	N\$14, 520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum requirement:** An appropriate National Diploma or equivalent qualification on NQF L6 **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience

**OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience in Rural Water Supply Infrastructure. The incumbent should have extensive knowledge in the maintenance of operational equipment (solar pumps, generators, and all water infrastructures), technical problem solving, reading of technical designs and community development.

**A DETAILED JOB DESCRIPTION WILL BE MADE AVAILABLE ON REQUEST**

**Candidates in the Public Service should attach their copy of confirmation of probation letter.**

**Enquiries:** Mr. Henry Beukes; Chief Hydrologist; Tel (061) 208 7316

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**DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION**

<b>Post Designation</b>	:	Rural Water and Sanitation Officer Grade 10
<b>2x posts</b>	:	(a) Ohangwena Region (Eenhana) (b) Otjozondjupa Region (Otjiwarongo)
<b>Salary Scale</b>	:	N\$151,910 – N\$182,202
<b>Housing allowance</b>	:	N\$11,616 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirements:** An appropriate National Diploma in Community Development or equivalent on NQF L6. He/she must have a sound knowledge and understanding of the Rural Community of the particular region. The applicant must be in possession of a code BE driver's license.

**Candidates in the Public Service should attach their copy of confirmation of probation letter.**

**Enquiries for posts:**

- (a): Mr. Lazarus Shikololo (Regional Head: Ohangwena Region); Tel (065) 264 250  
(b): Mr. Ernesto Karabo (Regional Head: Otjozondjupa Region); Tel: (067) 313 020
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**DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION**

<b>Post Designation</b>	:	Artisan Grade 10
<b>5x posts</b>	:	(a)Zambezi Region (Katima Mulilo- Welding) (b)Kavango-West Region (Nkurenkuru-Electrical) (c)Kavango-East Region (Rundu-Mechanical) (d)//Kharas Region (Keetmanshoop-Civil) (e)Hardap Region (Gibeon-Civil)
<b>Scale of Salary</b>	:	N\$151,910 – N\$182,202
<b>Housing allowance</b>	:	N\$11,616 per annum
<b>Transport Allowance</b>	:	N\$ 8,760 per annum

**Minimum Requirements:** Completed apprenticeship **OR** a Trade Diploma issued in terms of existing legislation. A Level III Vocational Certificate (mechanical, welding, electrical or civil) is also relevant. Knowledge in the operation and maintenance of water supply infrastructure, technical problem solving, community based management and personnel management will be an advantage. The candidate must be in possession of a valid Code B drivers' license

**Candidates in the Public Service should attach their copy of confirmation of probation letter.**

**Enquiries for posts:**

- (a) Ms Betty Muyatwa (Regional Head: Zambezi Region); Tel: 066 253 323  
(b) Mr. Richard Shikongo (Regional Head: Kavango-West Region); Tel: 081218 3545  
(c) Ms Morrister Katulo (Regional Head: Kavango-East Region); Tel: (066) 266 100  
(d) Mr. Albertus Bezuidenhout (Regional Head: //Kharas Region); Tel: (063) 221650  
(e) Mr. Basson Keeja (Regional Head: Hardap Region); Tel: (063) 242 788/9
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**DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION  
DIRECTORATE: GENERAL SERVICES  
DIVISION: AUXILIARY SERVICES**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>3x posts</b>	:	(a) //Kharas Regional Store (Keetmanshoop) (b) Kavango-East Regional Store (Rundu) (c) Kunene North Regional Store (Opuwo)
<b>Scale of Salary</b>	:	N\$151,910 – N\$182,202
<b>Housing allowance</b>	:	N\$11,616 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirements:** An appropriate National Diploma (Public Administration or Business Administration) or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience **OR** a Grade 12 Certificate with 20 points over 5 subjects plus E-symbol in English (NQF Level 3) **PLUS** 3 years appropriate experience in Government

Stock Taking, Procurement and Budgeting. **Candidate must be computer literate and a code B valid driver's license is compulsory.**

**Candidates in the Public Service should attach their copy of confirmation of probation letter.**

**Enquiries: Mr. Good-Well Shikongo: (Deputy Director: Auxiliary Services); Tel (061) 208 7860**

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**DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION  
DIRECTORATE OF GENERAL SERVICES  
DIVISION: INFORMATION AND TECHNOLOGY SYSTEMS**

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

**Minimum requirements:** A Degree in Systems Administration and Networks on NQF L7.

**Additional Selection Requirements:** Minimum three (3) years technical experience in LAN and WAN network setup and security, Server configuration and administration (Windows and Linux/Unix) and network troubleshoot.

**DUTY AND RESPONSIBILITIES INCLUDES, BUT NOT LIMITED TO:**

- Monitoring of network resources and internet usage;
- Supervision of the IT personnel;
- Compilation of progress reports;
- Review of MAWLR network security mechanisms and recommend appropriate measures.

**Enquiries: Mr. Andreas Joseph (Chief Systems Administrator); Tel: (061) 208 7888**

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**DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE WATER RESOURCES MANAGEMENT  
DIVISION HYDROLOGY  
SUBDIVISION NETWORK AND DATA COLLECTION**

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

**Minimum Requirements:** Recognized National Diploma for technicians NQF Level 6 or equivalent thereof. A Bachelor Degree in Civil Engineering will serve as an added advantage. At least five (5) years appropriate and proven professional experience in the following technical fields:

- Surveying, civil engineering, electronic instrumentation, telemetry, GIS, CAD, advanced GPS applications and computer software's.

- Design, construction and maintenance of structures and instrument shelters.
- Relevant experience in budgeting, procurement, expenditure control, personnel supervision.

Adequate communication skills in English, both written and oral

Namibian citizenship

Driving Licence

**Recommendation:**

- Experience in two or more of following technical fields: water resources management, telemetry, hydrometric monitoring structures, equipment and techniques
- Be able to operate state of the art electronic instruments such as satellite telemetry and remotely operated vehicles and boats to collect hydrological information
- Knowledge of policies in water sector, in particular related to new Water Act
- Experience with supervision of technical staff
- Proficiency in other languages of Namibia will be an added advantage
- Driver's license

**Responsibilities:**

- Management of the Subdivision: Hydrological Support Services, and its two Sections:
  - i) Design, Construction and Maintenance
  - ii) Hydrometry and Network Operation
- Responsible for operation, maintenance and expansion of the surface water hydrological network.
- Investigate and implement hydrometric measurement techniques and equipment.
- Oversee hydro acoustic work.
- The candidate would be required to work under difficult terrain conditions that might require physical effort reach and advanced driving skills
- Guidance, training and management of technicians at lower level and of maintenance team head, and supervision of field staff at lower levels
- Planning of activities and reporting back for subdivision
- Technical and administrative assistance to divisional head, with particular responsibilities for budgeting, procurement and cash flow control.

**Candidates in the Public Service should attach their copy of confirmation of probation letter.**

**Enquiries:** Ms. Pauline Mufeti (Deputy Director: Hydrology); Tel: (061) 208 7191 and Mr. Alfeus Moses (Chief Hydrologist); Tel: (061) 208 7258

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**DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE OF WATER RESOURCE MANAGEMENT  
DIVISION: WATER BASIN MANAGEMENT  
SECTION: NATIONAL WATER BASINS**

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

**Minimum Requirements:** An appropriate 4 year Honors degree (NQF L8) in Integrated Water Resources Management or related fields such as Environmental Management/Science or Natural Resources Management. Applicants should demonstrate interest in general Water Resources Management and be familiar with water and environmental legislation. Applicants should also be computer literate and have good English communication and writing skills. **A valid Driver's License is required for this position.** Knowledge and experience in water resources management will be an added advantage.

**DUTIES & RESPONSIBILITIES:**

- Assist with the co-ordination of specific tasks related to water basin management in Namibia
- Support the implementation of integrated water resources management issues in the country and internationally
- Assist with the awareness raising on the Water Resources Management Act, Act 11 of 2013 and National Water Policy of 2000
- Support awareness raising on water resources and general environmental related matters
- Support the establishment of Water Basin Management Committees (BMC) and other water management institutions
- Provide administration, secretariat and technical support to Basin Management Committees
- Assist with the drawing up of tender specifications, the administrative and technical handling and payment of tenders
- Supervise and co-ordinate the smooth execution of all routine tasks, trips, reports and as well certain technical / scientific investigative projects
- Participate in and represent the Division at stakeholder meetings and on committees
- Coordinate and/or compile basin status reports
- Supervise junior staff members in the Sub-section
- Carry out any other tasks as assigned by the supervisor

The Hydrologist will report directly to the Chief Hydrologist: National Water Basins

**Enquiries:** Ms Ndina Nashipili; Deputy Director (Water Basin Management) Tel (061) 208 7154

All foreign qualification 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.

**Delivery Address:**

**Ministry of Agriculture, Water and Land Reform  
Government Office Park  
Private Bag 13184  
C/O Luther and Robert Mugabe Avenue  
Windhoek**

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**MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM**  
**DIRECTORATE OF ENVIRONMENTAL AFFAIRS**  
**DIVISION: MULTILATERAL ENVIRONMENTAL AGREEMENTS**  
**SUBDIVISION: CLIMATE CHANGE**

<b>Post designation</b>	:	Senior Conservation Scientist Grade 6
<b>1x post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$337,984-N\$403,922
<b>Salary Notch</b>	:	N\$337,984 per annum
<b>Transport allowance</b>	:	N\$14, 520 per annum
<b>Housing Allowance</b>	:	N\$8,760 per annum

**Minimum Education Qualification:** B. Hons Degree at NQF Level 8 in Environmental Science/ Environmental Management/Biology/Biodiversity/Natural Science/ Applied Environmental Field/or Geography.

**Minimum Experience Required:** 3 years work experience in the field of Environmental affairs including Sustainable Development.

**Key Responsibility and Accountabilities:**

- Support the climate change subdivision to implement the climate change policies and strategies.
- Undertake advanced research on issues of climate change adaptation, mitigation and disaster risk reduction.
- Assist with the formulation of project proposals.
- Assist in the implementation of UNFCCC/UNCBD/UNCCD related policies and strategies at national and regional levels.
- Assist in the preparations of UNFCCC reporting process.
- Establish and maintain local, regional and international climate change networks; interact with partner organization and exchange knowledge and information with MET directorates, DEA, line ministries, NGOs and other national and international institutions and agencies.
- Participate in public education activities on climate change
- Perform any other related tasks as assigned by the supervisor.

**Enquiries:** Mr. Paulus Ashili 061 284 2568, Ms. Sirkka Ndakalako...061 2842217

**NB!!**

- Applicants must be Namibian citizens
- Foreign Qualifications must be evaluated by the Namibian Qualification Authority(NQA)
- Public Servants should submit their applications via their respective HR offices and ensure that copies of confirmation of probation in their current position are attached
- Failure to complete all items on the application for employment form and not attaching the required documents will disqualify the applicant
- Personal documents will not be returned

All applications (on Form 156043 obtained at Government offices) together with certified copies of identity Documents/Birth Certificates, Code BE Drivers Licence, educational Qualifications and comprehensive CV must be addressed to:

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

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## MINISTRY OF HEALTH AND SOCIAL SERVICES

### DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORTS SERVICES

#### DIVISION: WINDHOEK CENTRAL HOSPITAL

#### SUBDIVISION: PROFESSIONAL SERVICES

#### SECTION: MEDICAL SERVICES

<b>Post Designation</b>	:	Specialist Grade 3
<b>9 x Posts</b>	:	1x Paediatrics (Windhoek) 1 x Radiology (Windhoek) 1 x Anaesthesiology (Windhoek) 1 x Obstetrics & Gynaecology (Windhoek) 1 x Mental Health Unit (Windhoek) 1 x Ophthalmology (Windhoek) 1 x General Surgery (Windhoek) 1 x Intensive Care Unit (Windhoek) 1 X Ear, Nose & Throat (ENT) (Windhoek)
<b>Salary Scale</b>	:	N\$528,193 – N\$560,522
<b>Salary Notch</b>	:	N\$538,756 per annum
<b>Fixed Overtime</b>	:	N\$265,374 per annum
<b>Motor Vehicle Allowance</b>	:	N\$114,475 per annum
<b>Housing Benefit</b>	:	N\$81,558 per annum

**Minimum Requirements:** Registration as a Specialist with the Health Professions Council of Namibia, plus three (3) years appropriate experience.

**Primary Purpose:** The Specialist will be the Head of the Department, which includes clinical and managerial tasks, for example leading, guiding, training, organising, controlling and evaluating the overall clinical, training, and teaching function of the department, including its outreach program.

**NB: Only shortlisted candidates will be contacted.**

**Enquiries:** Dr. S. K Shalongo, Tel: 061-203 3004/ Ms. R. R. Podeweltz Tel: 061-203 3071

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### DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SERVICES

#### DIVISION: WINDHOEK CENTRAL HOSPITAL

#### SUBDIVISION: PROFESSIONAL SERVICES

#### SECTION: MEDICAL SERVICES

<b>Post Designation</b>	:	Senior Medical Officer Grade 4
<b>11x Posts</b>	:	1 x Adult Cardiac Services (Windhoek) 1 x Paediatric Cardiac Services (Windhoek) 1 x Anaesthesiology (Windhoek) 1 x Obstetrics & Gynaecology (Windhoek) 1 x Mental Health Unit (Windhoek) 1 x Ophthalmology (Windhoek) 1 x Surgical Intensive Care (Windhoek) 1 x Intensive Care Unit (Windhoek) 1 x Ear, Nose & Throat (Windhoek)

		1x General Surgery (Windhoek)
		1 x Forensic Medicine (Windhoek)
<b>Salary Scale</b>	:	N\$492,567 – N\$517,836
<b>Salary Notch</b>	:	N\$492,567 per annum
<b>Housing Allowance</b>	:	N\$68,188 per annum
<b>Motor Vehicle Allowance</b>	:	N\$ 102,701 per annum
<b>Fixed Overtime</b>	:	N\$ 246,286 per annum

**Minimum Requirements:** Registration as Medical Practitioner with the Health Professions Council of Namibia and a minimum of three (3) years working experience.

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**DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES**  
**DIVISION: WINDHOEK CENTRAL HOSPITAL**  
**SUBDIVISION: PROFESSIONAL SERVICES**  
**SECTION: MEDICAL SERVICES**

<b>Post Designation</b>	:	Specialist Grade 3 (Pediatrician) (Medical Oncologist)
<b>1x Post</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$528,193 – N\$560,552
<b>Salary Notch</b>	:	N\$538,756 per annum
<b>Fixed Overtime</b>	:	N\$265,374 per annum
<b>Housing Benefit</b>	:	N\$81,558 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Cost</b>	:	N\$87,202 per annum
<b>Running Cost</b>	:	N\$27,273 per annum

**Minimum Requirements:** A Medical Degree with successful completion of residency in Pediatrics and Fellowship in Oncology and Hematology. Registration as a Specialist with the Health Professions Council of Namibia. Approximate appropriate 2 years of Post qualification experience in using various modalities/methods of treatment, such as chemotherapy, immunotherapy, stem cell transplants, radiation therapy and surgery.

**Additional Requirements:** Developing treatment plans, prescribing treatments and coordinating with other doctors to treat or manage side effects.

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

**Enquiries:** Dr S. Shalongo, Tel: 061 2033004

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**DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES**  
**DIVISION: WINDHOEK CENTRAL HOSPITAL**  
**SUBDIVISION: NURSING SERVICES**  
**SECTION: CARDIAC NURSING SERVICES**  
**SUBSECTION: CARDIAC UNIT**

<b>Post Designation</b>	:	Senior Registered Nurse Grade 7
<b>2x Posts</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$277,264 – N\$331,358
<b>Salary Notch</b>	:	N\$277,264 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirements:** Diploma/Degree in General Nursing Science and Midwifery, 5 years appropriate experience plus Health Professional Council of Namibia registration.

**Additional Requirements:** Advanced Diploma Operating Room department.

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

**Enquiries:** Ms E. Iлека, Tel (061) 203 3116  
Ms C. Kambonde, 061 203 2022

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**DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES**  
**DIVISION: WINDHOEK CENTRAL HOSPITAL**  
**SUBDIVISION: NURSING SERVICES**  
**SECTION: MENTAL HEALTH UNIT**

<b>Post Designation</b>	:	Senior Registered Nurse Grade 7
<b>2x Posts</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$277,264 – N\$331,358
<b>Salary Notch</b>	:	N\$277,264
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirements:** Diploma/Degree in General Nursing Science and Midwifery, 5 years' appropriate experience in Mental Health plus Health Professions Council of Namibia registration.

**Additional Requirements:** Advanced Diploma in Mental Health.

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

**Enquiries:** Ms C Dausas, Tel (061) 203 3116  
Ms C. Kambonde, Tel (061) 203 2022

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**DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES**  
**DIVISION: WINDHOEK CENTRAL HOSPITAL**  
**SUBDIVISION: PROFESSIONAL SERVICES**  
**SECTION: PARAMEDIC AND CLINICAL SUPPORT SERVICES**  
**SUBSECTION: PHYSIOTHERAPY**

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

**Minimum Requirements:** An appropriate Four (4) years BSc Degree or MSc in Occupational Therapy. Five (5) years' appropriate experience as Clinical Occupational Therapist. Experience in design and execution of variety of Occupational Therapy programs and engagement in formal research will serve as an advantage. The incumbent should have management skills, experience at management level and should be registered as an Occupational Therapist with the Health Professional Council of Namibia.

**Additional Requirements:** Good interpersonal and administrative knowledge of Public Service Act, Regulations and Staff Rules, good command of the English Language evident in good writing skills and ability to communicate at all levels, and leadership qualities are required for this position.

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

**Enquiries:** Dr K H Nakangombe, Tel: (061) 203 3004  
Ms. RR Podeweltz, Tel: (061) 203 3071

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**DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES**  
**DIVISION: WINDHOEK CENTRAL HOSPITAL**  
**SUBDIVISION: GENERAL SERVICES**  
**SECTION: ADMINISTRATIVE SUPPORT SERVICES**  
**SUBSECTION: PATIENT SERVICES**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$151,910 – N\$182,202
<b>Housing Allowance</b>	:	N\$11,832 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum requirements:** A Grade 12 Certificate or NQA Level 3 with 25 points in 5 subjects and D in English or An appropriate National Diploma or equivalent qualification (NQA Level 6) with 3 years relevant experience (Patients Services and Revenue collection).

**Additional Requirement:** Must have worked in a Hospital Environment with Patient Accounts and Administration.

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

**Enquiries:** Ms M Tjavara, Tel (061) 203 3004  
Ms R.R Podeweltz, 203 3071

**Application of Employment Forms must be Hand delivered to the Ministry Of Health And Social Services, Windhoek Central Hospital, Human Resource Management Office, Basement, Ooivaarts Street,**

**Or Mailed To**

**Windhoek Central Hospital  
Private Bag 13215  
Windhoek.**

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**DEPARTMENT: HEALTH AND SOCIAL WELFARE POLICY  
DIVISION: QUALITY ASSURANCE  
SUBDIVISION: NURSING SERVICES**

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

**Minimum requirements:** An appropriate B-degree or equivalent qualification on NQF L7 with three (3) years appropriate experience in coordinating quality nursing and midwifery activities.

**Additional requirements:** Candidate must be registered with the Health Professionals Council of Namibia. Must have an undergraduate qualification in a health-related field, preferable in Nursing & Midwifery.

Applications (on form 156043) obtainable from all government offices, must be accompanied by a comprehensive CV and original certified copies of ID, Educational Qualifications, and other relevant documents. Public Service employees must attach proof of confirmation of probation. Applicants from outside the public service must attach proof of their current levels, fail to attach, the application will not be considered.

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



**Applications are to be forwarded to:**

**Ministry of Health and Social Services  
Private Bag 13198  
Windhoek**

OR Hand Delivery:

Human Resources Management office, Harvey Street, Head office, Windhoek.

**Enquiries:** Ms. N. Tauya, HRM Office, Tel 061-2032189.

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**DIRECTORATE: POLICY & PLANNING  
DIVISION: RESOURCE MANAGEMENT  
SUBDIVISION: RESOURCE MANAGEMENT**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Windhoek (Head office)
<b>Salary Scale</b>	:	N\$151,910 – N\$182,202
<b>Salary Notch</b>	:	N\$151,910 per annum
<b>Housing Allowance</b>	:	N\$11,616 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

**Additional requirements:** Preference will be given to candidates with one or a combination of the following experience: Knowledge of Accounting and Financial Management or Stores management or transport management. The candidate should be familiar with the State Finance Act, Treasury Instructions, Public Procurement Act, Stock Control Manual, Transport Policy Manual, and Public Service Act. Candidate should be computer literate.

Applications (on form 156043) obtainable from all government offices, must be accompanied by a comprehensive CV and original certified copies of ID, Educational Qualifications, and other relevant documents. Public Service employees must attach proof of confirmation of probation. Applicants from outside the public service must attach proof of their current levels, fail to attach, the application will not be considered.

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

**Applications are to be forwarded to:** Ministry of Health and Social Services, Private Bag 13198, Windhoek OR Hand Delivery: Human Resources Management office, Harvey Street, Head office, Windhoek.

**Enquiries:** Ms. N. Tauya, HRM Office, Tel 061-2032189.

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**DIRECTORATE: SOCIAL WELFARE SERVICES**  
**DIVISION: DEVELOPMENTAL SOCIAL WELFARE SERVICES**  
**SUBDIVISION: SUBSTANCE ABUSE PREVENTION, DRUG CONTROL AND REHABILITATION**

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

**Minimum Requirements:** Registration as a Social Worker with the Social Work and Psychology Council of Namibia with receipt of paid-up registration.

**Additional requirements:** An appropriate recognized Bachelor Degree in Social Work plus five (5) years appropriate experience in substance abuse prevention, drug control and rehabilitation. Be in possession of a valid driving license and willingness to obtain authorization to drive a GRN vehicle.

**Key Performance Areas:**

- Heading the Subdivision: Substance Abuse Prevention, Drug Control and Rehabilitation;
- Facilitate the functions of secretariat to the National Drug Control Commission in their execution of the National Drug Master Plan;
- Facilitate, coordinate and ensure the development of policy, legislation, guidelines, manuals and other standard setting documents for the Subdivision;
- Performance management; monitoring and evaluation of staff members of the subdivision and the Section: ERRC;
- Coordinating and developing overall sub-divisional research programs;
- Forecast demands for professional social welfare services and providing cost-effective services based on real social welfare needs of Namibia, specifically to the subdivision;
- Liaise with tertiary educational institutions regarding the training of social workers in Namibia and related matters and external relations and administration.

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**DIRECTORATE: SOCIAL WELFARE SERVICES**  
**DIVISION: DEVELOPMENTAL SOCIAL WELFARE SERVICES**  
**SUBDIVISION: SUBSTANCE ABUSE PREVENTION, DRUG CONTROL & REHABILITATION**  
**SECTION: ETEGAMENO REHABILITATION AND RESOURCE CENTRE**

<b>Post Designation</b>	:	Occupational Therapist Grade 7
<b>1x post</b>	:	Etegameno Rehabilitation and Resource Centre
<b>Salary Scale</b>	:	N\$277,264 - N\$331,358
<b>Salary Notch</b>	:	N\$277,264 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum

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

**Additional Requirements:** BA Degree in Occupational therapy. Candidate must be able to work in a multi - disciplinary team (MDT), in an inpatient treatment program.

**Job Description:** Responsible for inpatient and outpatient assessment of substance disorder, therapeutic groups for patients include leisure exploration, social skills and DBT groups, Vocational rehabilitation program creation, referral of clients to MDT members (Doctors, Social Workers and Nursing), screening of the prospective clients within the MDT, administration and research. Furthermore, family empowerment days and aftercare services and to co-ordinate the internal inpatient treatment program schedule.

Applications (on form 156043) obtainable from all government offices, must be accompanied by a comprehensive CV and original certified copies of ID, Educational Qualifications, and other relevant documents. Public Service employees must attach proof of confirmation of probation. Applicants from outside the public service must attach proof of their current levels, fail to attach, the application will not be considered.

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

**Applications are to be forwarded to:**  
**Ministry of Health and Social Services**  
**Private Bag 13198**  
**Windhoek**

OR

**Hand Delivery: Human Resources Management office, Harvey Street, Head office, Windhoek.**

**Enquiries:** Mr. L. Doeseb, HRM Office, Tel 061-2032189.

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## **INTERMEDIATE HOSPITAL KATUTURA**

**DIRECTORATE: KHOMAS REGION**  
**DIVISION: INTERMEDIATE HOSPITAL KATUTURA**  
**SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES**  
**SECTION: FINANCE**

<b>Post designation</b>	:	Senior Accountant Grade 7
<b>1x post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$277,264 – N\$331,358
<b>Salary Notch</b>	:	N\$277,264 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum

**Transport Allowance** : N\$ 8,760 per annum

**Minimum Requirements:** An appropriate Diploma on NQF Level 6. Majoring in Accounting plus at least six (6) years working experience as an Accountant Grade 8 or at a level of Accountant. Must have a good knowledge of IFMS (Payroll, Budget, Accounts Payables, Revenue and S&T). Additional Skills; Analytical, Leadership and Communication.

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

**Please note: Application (forms 156043 and 156094 can be obtained at all Government offices) must be fully completed accompanied by Compressive Curriculum Vitae, all supporting documents (ID, Passport and Qualifications) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation certified copies of educational qualifications must be submitted to the following address:**

**Enquiries:** Ms. Justine Shivute, Tel 061-203 4007

**Hand Delivery:** Human Resources, First Floor, Intermediate Hospital Katutura

**Postal Address:**  
**The Medical Superintendent**  
**Intermediate Hospital Katutura**  
**Private Bag 13215**  
**Windhoek**

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**DIRECTORATE: KAVANGO EAST REGION**  
**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, ANDARA**  
**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE**

<b>Post Designation</b>	:	Registered Nurse, Grade 8
<b>3x Posts</b>	:	Divundu, Kangongo and Shadikongoro Clinic
<b>Salary scale</b>	:	N\$227,453 – N\$271,828
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Remoteness Allowance</b>	:	N\$13,800 per annum

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

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## SECTION: DENTAL SERVICES

<b>Post Designation</b>	:	Dental Therapist Grade 8
<b>1xPost</b>	:	Andara district
<b>Salary scale</b>	:	N\$227,453 – N\$271,828
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Remoteness Allowance</b>	:	N\$13,800 per annum

**Minimum Requirements:** Registration as a Dental Therapist with the Health Professions Council of Namibia

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## DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, NYANGANA SUBDIVISION: DISTRICT PRIMARY HEALTH CARE

<b>Post Designation</b>	:	Registered Nurse, Grade 8
<b>4x Posts</b>	:	Kandjara, Kapupaghedi, Mabushe, and NdongaClinic
<b>Salary scale</b>	:	N\$227,453 – N\$271,828
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$ 8,760 per annum
<b>Remoteness Allowance</b>	:	N\$13,800 per annum (N\$21,000 for Kandjara clinic)

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

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

**Enquiries:** Mr. T. Mukerenge at 066 259311, Mr. M.Kandombe at 066 258 266

All the above application must address to:

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

Or submit the application (hand deliver) at RMT, Human Resource Office No. D19

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**DIRECTORATE: OMUSATI REGION**

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES; OKAHAO**

**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES**

<b>Post Designation</b>	:	Registered Nurse Grade 8
<b>1x Post</b>	:	Indira Gandhi Health Centre
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Salary Notch</b>	:	N\$227,453
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Remoteness Allowance</b>	:	N\$9,000 per annum

**Minimum requirements:** Registration as a Registered Nurse with Nursing Council of Namibia or Registration as Midwife at the Nursing Council of Namibia.

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**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES**

<b>Post Designation</b>	:	Senior Medical Officer Grade 4
<b>1x Post</b>	:	Outapi
<b>Salary Scale</b>	:	N\$492,567 – N\$517,836
<b>Motor Vehicle Allowance</b>	:	N\$102,701 per annum
<b>Housing Benefit</b>	:	N\$68,188 per annum
<b>Fixed overtime</b>	:	N\$246,286 per annum

**Minimum requirements:** Registration as a Medical Practitioner with the Medical and Dental Professions Councils of Namibia.

**Additional requirements:** Candidate should have three (3) years appropriate experience as Medical Officer. **Post will become vacant with effect from 23 March 2023.**

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

**SUBDIVISION: DISTRICT HOSPITAL OUTAPI**

**SECTION: PROFESSIONAL SERVICES**

**SUBSECTION: DENTAL SERVICES**

<b>Post designation</b>	:	Dental Therapist Grade 8
<b>1x Post</b>	:	Outapi
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Salary Notch</b>	:	N\$227,453 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum requirements:** Registration as Dental Therapist with the Medical and Dental Professions Councils of Namibia. **Post will become vacant with effect from 10 March 2023.**

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

<b>Post designation</b>	:	Social Worker Grade 8
<b>1x Post</b>	:	Outapi
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Salary Notch</b>	:	N\$227,453 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum requirements:** Registration as a Social Worker with Social Work and Psychology Council of Namibia. **Post will become vacant with effect from 01 April 2023.**

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**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES**

<b>Post Designation</b>	:	Senior Medical Officer Grade 4
<b>1x Post</b>	:	Outapi
<b>Salary Scale</b>	:	N\$492,567 – N\$517,836
<b>Salary Notch</b>	:	N\$492,567 per annum
<b>Motor Vehicle Allowance</b>	:	N\$102,701 per annum
<b>Housing Benefit</b>	:	N\$68,188 per annum
<b>Fixed overtime</b>	:	N\$246,286 per annum

**Minimum requirements:** Registration as a Medical Practitioner with the Medical and Dental Professional Council of Namibia.

**Additional requirements:** Candidate should have three (3) years appropriate experience as Medical Officer. **Post will become vacant with effect from 23 March 2023.**

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**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI**  
**SUBDIVISION: DISTRICT HOSPITAL OUTAPI**  
**SECTION: NURSING SERVICES**  
**SUBSECTION: OUTPATIENTS SERVICES**

<b>Post Designation</b>	:	Senior Ophthalmic Clinical Officer Grade 7
<b>1x Post</b>	:	Outapi
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Salary Notch</b>	:	N\$227,453 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum requirements:** Registration as an Ophthalmic Clinical Officer with Medical and Dental Professional Council of Namibia.

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

**SUBDIVISION: DISTRICT HOSPITAL OUTAPI**

**SECTION: PROFESSIONAL SERVICES**

**SUBSECTION: DENTAL SERVICES**

<b>Post designation</b>	:	Dental Therapist Grade 8
<b>1x Post</b>	:	Outapi
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Salary Notch</b>	:	N\$227,453 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum requirements:** Registration as Dental Therapist with the Medical and Dental Professional Council of Namibia. **Post will become vacant with effect from 10 March 2023.**

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

**SUBDIVISION: SOCIAL WELFARE SERVICES**

<b>Post designation</b>	:	Social Worker Grade 8
<b>1x Post</b>	:	Outapi
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Salary Notch</b>	:	N\$227,453 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum requirements:** Registration as a Social Worker with Social Work and Psychology Council of Namibia. **Post will become vacant with effect from 01 April 2023.**

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**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OKAHAO**

<b>Post Designation</b>	:	Senior Medical Officer Grade 4
<b>1x Post</b>	:	Okahao
<b>Salary Scale</b>	:	N\$492,567 – N\$517,836
<b>Salary Notch</b>	:	N\$492,567 per annum
<b>Motor Vehicle Allowance</b>	:	N\$102,701 per annum
<b>Housing Benefit</b>	:	N\$68,188 per annum
<b>Fixed overtime</b>	:	N\$246,286 per annum

**Minimum requirements:** Registration as a Medical Practitioner with the Medical and Dental Professional Council of Namibia.

**Additional requirements:** Candidate should have three (3) years appropriate experience as Medical Officer.

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**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES; OKAHAO**  
**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES**

<b>Post Designation</b>	:	Registered Nurse Grade 8
<b>1x Post</b>	:	Indira Gandhi Health Centre
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Salary Notch</b>	:	N\$227,453 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Remoteness Allowance</b>	:	N\$9,000 per annum

**Minimum requirements:** Registration as a Registered Nurse with Nursing Council of Namibia or Registration as Midwife at the Nursing Council of Namibia.

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**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OKAHAO**  
**SUBDIVISION: RESOURCE MANAGEMENT**

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1x Post</b>	:	Okahao
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Salary Notch</b>	:	N\$227,453 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum requirements:** National Diploma or equivalent (NQF L6) plus three (3) years appropriate experience as a Senior Administrative Officer Grade 10.

**Additional requirements:** Valid driving license, computer literate and broader knowledge of the Procurement Act.

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**DIVISION: FAMILY HEALTH SERVICES**

<b>Post Designation</b>	:	Senior Health Programme Officer Grade 7
<b>1x Post</b>	:	Regional Office (RMT)
<b>Salary Scale</b>	:	N\$277,264 - N\$331 358
<b>Salary Notch</b>	:	N\$277,264 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

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

**Additional requirements:** Registration as Registered Nurse or Midwife at the Nursing Council of Namibia. Candidate should have three (3) years appropriate experience as Registered Nurse.

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

<b>Post Designation</b>	:	Senior Health Programme Officer Grade 7
<b>1x Post</b>	:	Regional Office (RMT)
<b>Salary Scale</b>	:	N\$277,264 - N\$331,358
<b>Salary Notch</b>	:	N\$277,264 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

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

**Additional requirements:** Registration as Registered Nurse or Midwife at the Nursing Council of Namibia. Candidate should have three (3) years appropriate experience as Registered Nurse.

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

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

**Forward application to:**

**The Regional Director  
Ministry of Health and Social Services  
Omusati Region  
Private Bag 504  
Outapi.**

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

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**DIRECTORATE: KUNENE REGION**

<b>Post designation</b>	:	Chief Medical Officer Grade 3
<b>1x post</b>	:	Opuwo (Regional Office)
<b>Salary scale</b>	:	N\$528,193 – N\$560,522
<b>Motor vehicle Allowance</b>	:	N\$114,475 per annum
<b>Fixed Overtime</b>	:	N\$265,374 per annum
<b>Housing Benefit</b>	:	N\$81,558 per annum

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

**Additional requirements:** The applicant should have approximately five (5) years appropriate experience of which three (3) years should be at a level of Senior Medical Officer. Should be in possession of a valid driver's license.

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**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OPUWO  
SUBDIVISION: DISTRICT HOSPITAL OPUWO**

**Post designation** : Medical Officer Grade 5  
**1x post** : Opuwo  
**Salary scale** : N\$412,001 – N\$492,567  
**Salary Notch** : N\$412,001 per annum  
**Motor vehicle Allowance** : N\$78,762 per annum  
**Fixed Overtime** : N\$220,488 per annum  
**Housing Allowance** : N\$14,520 per annum

**Minimum Requirement:** Registration as a Medical officer with the Medical and Dental Council of Namibia. Must have a valid driver's license.

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**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OPUWO  
SUBDIVISION: DISTRICT HOSPITAL OPUWO**

**Post designation** : Occupational Therapist Grade 7  
**1x post** : Opuwo  
**Salary Scale** : N\$ 277 264 - N\$331,358  
**Salary Notch** : N\$277,264 per annum  
**Transport Allowance** : N\$8,760 per annum  
**Housing Allowance** : N\$14,520 per annum

**Minimum Requirement:** Registration as an Occupational Therapist with Health Professional Council of Namibia.

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**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OUTJO  
SUBDIVISION: DISTRICT HOSPITAL OUTJO**

**Post designation** : Medical Officer Grade 5  
**2x posts** : Outjo  
**Salary scale** : N\$412,001 – N\$492,567  
**Salary Notch** : N\$412,001 per annum  
**Motor vehicle Allowance** : N\$78,762 per annum  
**Fixed Overtime** : N\$220,488 per annum  
**Housing Allowance** : N\$14,520 per annum

**Minimum Requirement:** Registration as a Medical officer with the Medical and Dental Council of Namibia. Must have a valid driver's license.

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**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES KHORIXAS**  
**SUBDIVISION: DISTRICT HOSPITAL KHORIXAS**

<b>Post designation</b>	:	Medical Officer Grade 5
<b>2x posts</b>	:	Khorixas
<b>Salary scale</b>	:	N\$412,001 – N\$492,567
<b>Salary Notch</b>	:	N\$412,001 per annum
<b>Motor vehicle Allowance</b>	:	N\$78,762 per annum
<b>Fixed Overtime</b>	:	N\$220,488 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum

**Minimum Requirement:** Registration as a Medical officer with the Medical and Dental Council of Namibia. Must have a valid driver's license.

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

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

Enquiries: Mr. T. Shapumba, 065 - 272837 or Ms Nghitotelwa, Tel: 065 272845

All Applications must be addressed to:

**The Regional Director**  
**Ministry of Health and Social Services**  
**Directorate Kunene Region**  
**Private Bag 3003**  
**Opuwo.**

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## MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

### DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

<b>Post Designation</b>	:	Security Operations Officer Grade 8
<b>2x Posts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Salary Notch</b>	:	N\$227,453 per annum
<b>Transport allowance</b>	:	N\$8,760 per annum
<b>Housing allowance</b>	:	N\$14,520 per annum

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

#### Competencies required:

- Conduct day to day Security and Risk Management duties in the Ministry;
  - Assist the Chief security to ensure that security directives in the Ministry of Home Affairs and Immigration Safety and Security are strictly implemented and adhered to;
  - Assist the Chief Security to direct and control the execution of vetting's / background checks in the Ministry;
  - Carry out investigations on the contravention of security directives and advise the Chief security operations Officer on the findings;
  - Ensure contracted security personnel's are supervised , monitored and are complying to Ministry set protective standards;
  - Assess the physical Security status and recommend on how best the Ministry security can be improved;
  - Ensure the Ministry environments are secured through day-to-day patrol and inspection of the Ministry's infrastructure and or installations;
  - Manage the Ministry security Control rooms and CCTVs infrastructures;
  - Assist the Chief Security with risk assessments and device the strategies to Mitigate risks that may distresses the Ministry ;
  - Promote and strengthen communication between the Ministry and other law enforcement agencies on combatting security threats and criminal activities in and around the Ministry's environments;
  - Assist the Chief security to ensure the implementation of physical security program plan and compile security incidence reports;
  - Be available to execute other security and or risk management related tasks as so directed by the supervisors ;
  - Manage the vetting programs in the Ministry and oversee Security Operations Officer functions;
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### DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

<b>Post Designation</b>	:	Security Operations Assistant Grade 12
<b>2x Posts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$102,622 – N\$123,086
<b>Transport allowance</b>	:	N\$8,760 per annum
<b>Housing allowance</b>	:	N\$11,616 per annum

**Minimum requirement:** A Grade 12 (or equivalent) Certificate on NQF Level 3.

**Competencies required:**

- Conduct day to day Security and Risk Management duties in the Ministry;
- Assist the Chief security to ensure that security directives in the Ministry of Home Affairs and Immigration Safety and Security are strictly implemented and adhered to;
- Assist the Chief Security to direct and control the execution of vetting's / background checks in the Ministry;
- Carry out investigations on the contravention of security directives and advise the Chief security operations Officer on the findings;
- Ensure contracted security personnel's are supervised , monitored and are complying to Ministry set protective standards;
- Assess the physical Security status and recommend on how best the Ministry security can be improved;
- Ensure the Ministry environments are secured through day-to-day patrol and inspection of the Ministry's infrastructure and or installations;
- Manage the Ministry security Control rooms and CCTVs infrastructures;
- Assist the Chief Security with risk assessments and device the strategies to Mitigate risks that may distresses the Ministry ;
- Promote and strengthen communication between the Ministry and other law enforcement agencies on combatting security threats and criminal activities in and around the Ministry's environments;
- Assist the Chief security to ensure the implementation of physical security program plan and compile security incidence reports;
- Be available to execute other security and or risk management related tasks as so directed by the supervisors ;
- Manage the vetting programs in the Ministry and oversee Security Operations Officer functions;

**Enquiries: Ms. Shikukumwa, Deputy Director: Security and Risk Management Services  
+264 819510005**

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**SECTION: INTERNAL AUDIT**

<b>Post Designation</b>	:	Internal Auditor Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Salary Notch</b>	:	N\$227,453 per annum
<b>Transport allowance</b>	:	N\$8,760 per annum
<b>Housing allowance</b>	:	N\$14,520 per annum

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

**Competencies required:**

- Gather background information, policy documents and manuals relevant to the audit area to assist in evaluating the effectiveness or existence of internal controls.

- Compile the engagement working programme to analyse potential risks, controls and audit procedures.
- Document the system description with the auditees to capture the processes carried out within the system.
- Interpret laws, rules and regulations to ensure compliance with legislative and financial regulations.
- Conduct fieldwork by carrying out regular audits in accordance with the annual plan or when so requested.
- Organise, reference and cross-reference the documents in the permanent file.
- Keep proper working papers with conclusive evidence to ensure quality control.
- Obtain relevant and reliable audit evidence to support the conclusions about the adequacy of systems for controlling expenditure, collecting revenue and for safeguarding assets.
- Prepare audit log sheets on audit assignments as requested by the Chief Internal Auditor.
- Document all findings and offering recommendations where necessary for discussion at exit meeting with the auditee.
- Ensure that draft report is compiled and forwarded for review before being delivered to the auditee for their comments.
- Incorporate auditee responses into the draft report to assist in compiling the final report.

**Enquiries: Ms. Shuungula, Deputy Director: Internal Auditor +264 819510754**

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

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**DIRECTORATE: NATIONAL CIVIL REGISTRATION  
DIVISION: NATIONAL POPULATION REGISTER  
SUB-DIVISION: MARRIAGES AND DEATH**

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Salary Notch</b>	:	N\$227,453 per annum
<b>Transport allowance</b>	:	N\$8,760 per annum
<b>Housing allowance</b>	:	N\$14,520 per annum

**Minimum requirement:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 4 years appropriate experience.

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**DIRECTORATE: NATIONAL CIVIL REGISTRATION  
DIVISION: NATIONAL POPULATION REGISTER  
SUB-DIVISION: MARRIAGES AND DEATH**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>2xPost</b>	:	Windhoek

<b>Salary Scale</b>	:	N\$151,910 – N\$182,202
<b>Salary Notch</b>	:	N\$151,910 per annum
<b>Transport allowance</b>	:	N\$8,760 per annum
<b>Housing allowance</b>	:	N\$11,616 per annum

**Minimum requirement:** National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience OR A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience

**Supplementary Selection Requirements:** Preferences will be given to candidates with previous experience in Civil Registration as an added advantage.

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

**Appointment to this position will be subject to security vetting.**

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

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

No late applications will be considered.

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

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

**OR HAND DELIVER TO**

**The Human Resource Office  
Ministry of Home Affairs, Immigration, Safety and Security  
Windhoek North  
Corner of Hosea Kutako Drive and Harvey Street, Erf 6971  
Opposite Electoral Commission of Namibia  
9<sup>th</sup> Floor**



## MINISTRY OF INDUSTRIALISATION AND TRADE

### DIRECTORATE: GENERAL SERVICES DIVISION: FINANCE AND ADMINISTRATION SUBDIVISION: FINANCE

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

**Minimum Requirements:** An appropriate B- Degree or equivalent qualification on NQF Level 7 majoring in Accounting plus six (6) years appropriate working experience in the field/areas of DSA, Payroll and Budget of which four (4) years should be on a Senior Accountant Grade 7 Level.

**Enquiries:** Ms. M. Silishebo, Tel no: 061 – 283 7204 1; Ms. M. Mumwoye, Tel no. 061 – 283 7518

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

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

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

Or

**Hand deliver at:  
Ministry of Industrialization and Trade  
Block A Brendan Simbwaye Sq Goethe Street  
2nd floor  
Windhoek**

## HARDAP REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE SECTION: CIRCUIT OFFICES

<b>Post Designation</b>	:	Principal Grade 5
<b>4 x Posts</b>	:	(a) Aranos Primary School: (Pre Primary - 7) Auob Circuit
	:	(b) Cambridge Primary School: (Pre Primary-7) Auob Circuit
	:	(c) Usib Primary School (Grades 0-7)
	:	(d) Aimablaagte Primary School (Pre Primary-7) Mariental
<b>Salary Scale</b>	:	N\$412,001 – N\$492,567
<b>Housing Allowance</b>	:	N\$14,519 per annum
<b>Transport Allowance:</b>	:	N\$8,525 per annum
<b>Remoteness Allowance:</b>	:	N\$9,000 per annum if applicable

**Minimum Requirements:** An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus seven (7) years teaching experience, OR

An Appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 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 indicated will be an added advantage.

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### DIRECTORATE OF EDUCATION, ARTS AND CULTURE SECTION: CIRCUIT OFFICES CIRCUIT: AUOB

<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Salmon Boois Primary School (Junior Primary (Pre Primary; 0-3 MOI) Khoekhoegowab and or Afrikaans: (Aranos)
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Salary Notch</b>	:	N\$337,984 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Remoteness Allowance</b>	:	N\$9,000 per annum if applicable

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### CIRCUIT: AUOB

<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	D.D. Guibeb Primary School: Junior Primary (Grade 0-3) MOI Khoekhoegowab (Mariental)
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Salary Notch</b>	:	N\$337,984 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum

<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Remoteness Allowance</b>	:	N\$9,000 per annum if applicable

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**CRCUIT: AUOB**

<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Mariental High School (Grade 0-7)
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Salary Notch</b>	:	N\$337,984 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Remoteness Allowance</b>	:	N\$9,000 per annum if applicable

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**CRCUIT: OANOB**

<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Daweb Junior Secondary School (Grade 8-11) Languages: English and or Afrikaans and or Khoekhoegowab (Maltahohe)
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Salary Notch</b>	:	N\$337,984 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Remoteness Allowance</b>	:	N\$9,000 per annum if applicable

**Minimum Requirements:** An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience, OR

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

**Supplementary Requirement: Probation should be confirmed as Teacher.**

**Enquiries:**

**Auob Circuit:** Mr. Lawrence Moller: Inspector of Education Grade 5 Tel (063) 245700 or Ms. Eunice Boois: Human Resources Practitioner: Tel (063) 245721

**Oanob Circuit:** Mr. George P Dax: Inspector of Education Grade 5: Tel (062) 523021 or Ms. Respica Kaoseb: Human Resources Practitioner: Tel (062) 523021

**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.**

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**DIRECTORATE OF EDUCATION, ARTS AND CULTURE  
SUBDIVISION: PROFESSIONAL DEVELOPMENT**

**Post Designation** : Chief Hostel Matron Grade 12  
**1x Post** : Rehoboth (Vooruitsig Hostel)  
**Salary Scale** : N\$102,622 – N\$123,086  
**Housing Allowance** : N\$11,616 per annum  
**Transport Allowance** : N\$8,760 per annum

**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.

**Enquiries:** Ms. R. Kaoseb  
Human Resource Practitioner  
Tel (062) 523123

**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 is 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 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**

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## //KHARAS REGIONAL COUNCIL

### DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION

#### DIVISION: ADMINISTRATION

#### SUBDIVISION: AUXILIARY SERVICES

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

**Requirements:** A Diploma in Business Administration, Management or Public Management on NQF Level 6 or equivalent qualification plus six (6) years appropriate experience as a Chief Administrative Officer.

**Supplementary Requirements:** Should have three (3) years' proven working experience on Supervisory Level. A Certificate in **Government Uniform Stock Control System** will serve as an added advantage.

**Main Responsibilities:** This job category includes personnel involved at advanced operational level with the administering and drafting of legislation and prescriptions; interpretation of and advice on legislation and prescriptions; the processing and consideration of applications and representations; the arrangement for and control of the procurement, storing, provisioning, maintenance, utilization and disposal of all means (e.g. equipment, accommodation and services) other than personnel which are necessary for the efficient functioning of an office/ministry/agency.

#### **Main Duties:**

- Draw up and oversee maintenance of the procurement and stock control system for the Regional Council.
- Ensure that the Archive, Fleet Management, Procurement Regulations and Disaster Management Policies are adhered to.
- Responsible for secretarial functions of the Procurement Committee.
- Responsible for contract management on fleet, equipment, stores and security services.
- Develop and implement the Operational Plan.
- Draw up and monitor adherence to approved record keeping systems.
- Ensure that Council assets are properly kept and maintained and simultaneously ensure the cleanliness of the Regional Council.
- Partake in the development of the Strategic Plan.
- Supervise and direct subordinates within the subdivision and provide on the job training to staff members.
- Prepare subdivision budget submissions monthly, quarterly and annual reports.
- Carry out any other official duties assigned from time to time.

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

<b>Post Designation</b>	:	Senior Accountant Grade 7
<b>1x post</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$277,264 – N\$331,358
<b>Salary Notch</b>	:	N\$277,264 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirement:** A Diploma in Accounting; Finance; Auditing; Accounting & Finance at NQF level 6, plus four (4) years appropriate experience.

**Supplementary Requirements:** Code B drivers licence and working experience in the Pastel system.

**Responsibilities:** This job category includes personnel involved at operational level with the execution and promoting of efficient financial administration by means of financial planning; the practicing of control over state funds; the drawing up of budgets and the giving of advice for the compilation thereof; the executing of control over government expenditure; the executing of financial inspections; the administering of government debt, the collecting of and accounting for Regional Council income; the controlling of regular payments from government funds; the giving of arithmetical advice; the giving of advice in respect of the implementation of financial systems and bills; the drawing-up of submissions in respect of financial affairs; the drawing-up and issuing of Treasury Instructions; the issuing of Treasury authorization; and functions of Regional Council Financial Advisor.

**Main Duties:**

- Assist with the preparation of the Annual Plan for the Division and the compilation of financial reports.
- Responsible for checking and controlling of payroll payments.
- Assist with the monthly verification and reconciliation of financial reports.
- Carry out financial inspections to the sub-receivers of revenue at the settlements and constituency offices.
- Manage repayment of loans on build together program.
- Balance and reconciliation of cashbooks and journals.
- Prepare VAT return for submission.
- Attend to audit queries and supervise timely payments.
- Carry out any official duties assigned from time to time.

**Enquiries:** Ms. Cecilia Apollus 063 – 221 923 or Ms. Fabiola Jash 063 – 221 928

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

**DIVISION: HUMAN RESOURCES**

<b>Post Designation</b>	:	Human Resources Practitioner Grade 8
<b>1x post</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Salary Notch</b>	:	N\$227,453 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirement:** A National Diploma majoring in Human Resources Management or equivalent qualification on NQF level 6.

**Responsibilities:** The post designation of this job category includes personnel involved at operational level with the performing, leading and supervising of clerical support to Human Resource Practitioners; the processing of personnel – related documents; the preparing of recurrent personal report; the explaining of personnel procedures and the maintaining of master personnel and organizational records.

**Main Duties:**

- Interpret and ensure implementation of human resources policy guidelines.
- Process applications for pension admissions, amendments and withdrawals timeously.
- Calculate and prepare individual notices regarding salary increments, service bonuses, salary adjustments, occupational differentiation, overtime and leave gratuity.
- Obtain approval for appointments, pension admissions/withdrawals, leave/leave gratuity, housing loan scheme, housing subsidy, allowances, medical aid scheme, confirmation/extension of probation, transfer, translations, secondments, resignations, departmental debts, abscondments and demises, removal of furniture and retirements etc.
- Prepare letters confirming appointments and or extension of probation.
- Ensure accurate maintenance of leave and staff records of all personnel.
- Provide secretarial services to human resources meetings (interviews, disciplinary actions, training committee, etc.).
- Calculate and process Housing Loan Scheme inclusive of housing subsidies and allowances.
- Ensure that documentation pertaining to injury on duty are correctly completed and submitted through the supervisor to the Social Security Commission.
- Draft submissions to the Chief Regional Officer and the Office of the Prime Minister through the Ministry of Urban and Rural Development.
- Write correspondences to various stakeholders.
- Update staff establishment on a regular basis.
- Issue salary advices timely.
- Carry out any other official duties assigned from time to time.

**Enquiries:** Mr. Dawid Konjore 063 – 221 929 or Ms. Fabiola Jash 063 – 221 928

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

<b>Post Designation</b>	:	Development Planner Grade 8
<b>1x post</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Salary Notch</b>	:	N\$227,453 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirement:** A Bachelor's Degree in Economics on NQF Level 7.

**Supplementary Requirements:** A valid Code B Drivers Licence

**Main Responsibilities:** This job category includes personnel involved at operational level with the identification, formulation, preparation, implementation, appraisal and maintenance of national and/or regional sectoral development plans, projects and programmes; the identification and appraisal of problems and possibilities; the composition of guidelines for development; feasibility studies, project appraisals and setting of project priorities; studies to identify characteristics, trends, constraints and development potential within sectors; the monitoring and evaluation of development projects and programmes and comparison thereof with national and/or regional and/or sectoral goals; the formulation or initiation of economic policies and plans covering general economic management, development strategies and major sectoral issues; the establishment and maintenance of database on development planning issues; the coordination of development assistance programmes within the context of national development objectives and priorities; and the supporting of rural communal regional sector service delivery.

**Main Duties:**

- Compile Project Identification Form (PIF's) and project proposals for the Region.
- Monitor and advise the Consultant and the Council on project(s) implementation.
- Liaise with National Planning Commission Secretariat and Line Ministries on national policies, objectives, strategies or action plans which impacts on Regional Economic Development.
- Facilitate the process of identifying economic opportunities and challenges in the region and share with other stakeholders.
- Provide technical input to the formulation of Regional Economic Development Plan.
- Liaise with Geographical Information System Analyst, Town Planner, Statistician and other stakeholders for effective implementation of projects and programmes.
- Attend Constituency Development Committee and Settlement Development Committee Meetings.
- Render secretarial services to the Regional Development Coordinating Committee and Regional Aids Coordinating Committee.
- Assess the impact of development programmes and projects in the region.

- Assist in the project formulation and implementation of regional economic and social activities.
- Carry out any other duties assigned from time to time.

**Enquiries:** Mr. Ralph Sachika 063 – 221 925 or Ms. Loise L Mbeeli 063 – 221 932

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**DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION**  
**DIVISION: ADMINISTRATION**  
**SUBDIVISION: INFORMATION TECHNOLOGY**

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

**Requirements:** A Bachelor's Degree in Information Technology on NQF Level 7.

**Supplementary Requirement:** Should have 3 years proven appropriate experience in the IT Field.

**Main Duties:**

- Ensure the implementation and interpretation of Information Technology national policies, standards and procedures.
- Develop and implement Subdivision Operational Plan.
- Responsible for installation, configuration, of computer hardware and software peripherals.
- Monitor Regional Council performance against Information Technology policy guidelines and identify and communicate problem areas to relevant stakeholders for solution.
- Evaluate tender specifications and prepare recommendation on Information Technology.
- Participate in evaluation of new products and network upgrades.
- Responsible for deployment of data backup, disaster recovery procedures, and antivirus and SPAM Controls.
- Ensure maintenance of computer hardware and software inventories and ensure the licensing of all computer software.
- Facilitate the provision of web pages.
- Liaise with relevant decentralizing line ministries and the Ministry of Regional Local Government, Housing and Rural Development to deploy software applications custom designed to meet the Information Technology needs of particular line ministries.
- Compile monthly, quarterly and annual reports on Information Technology and determine Information Technology staffing needs.
- Provide frontline support to end-users.
- Responsible for the development of the ICT Master Plan.

- Carry out any other official duties assigned from time to time.

**Enquiries:** Ms. Engelhardine Swartz 063 -221 917 or Ms. Loise Mbeeli 063 – 221 932

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**DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION**  
**DIVISION: ADMINISTRATION**  
**SUBDIVISION: AUXILIARY SERVICES**  
**SECTION: PROCUREMENT AND STOCK CONTROL**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x post</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$151,910 – N\$182,202
<b>Salary Notch</b>	:	N\$151,910 per annum
<b>Housing Allowance</b>	:	N\$11,616 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Requirements:** A Diploma in Business Administration, Management or Public Management on NQF Level 6 plus one (1) year experience as an Administrative Officer or Grade 12 Certificate on NQF Level 3 plus three (3) years' experience as an Administrative Officer.

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

**Main Duties:**

- Responsible for the procurement and safekeeping of Council supplies and stock and ensure the maintenance of Council buildings and office equipment.
- Facilitate timely payments to suppliers.
- Interpret and ensure adherence to frameworks for procurement and stock-control systems.
- Prepare requisitions for expenditure to the Economizing Committee.
- Prepare submissions of acceptance of donations.
- Provide input for the compilation of section reports (loss; inspections, etc) and compile list of assets for disposal in terms of the Treasury Instructions.
- Record the transfer and the movement of assets (Regional Council/Line Ministries).
- Registering the opening and closing of stock control points.
- Carry out the secretarial function of the Economizing Committee.
- Administer inspection of stock at Constituency and Settlement Offices.
- Carry out any other official duties assigned from time to time.

**Enquiries:** Ms. Engelhardine Swartz 063 – 221 917 or Ms. Fabiola Jash 063 – 221 928

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Applications must be submitted on the revised application form 156043 (obtainable at all Government offices) and should be accompanied by a detailed CV and originally certified supporting documents **(ALL supporting documents should be originally certified by NAMPOL). Public Servants should attached certified confirmation letter of probation.** All foreign qualifications must be submitted together with evaluation of qualification by Namibia Qualification Authority (NQA). Applicants who fail to complete **ALL** items on the application form **(Incomplete Applications)** and not attaching the necessary documents will disqualify the application. **NB In terms of the Affirmative Action Act, Act 29 of 1998 qualifying woman and persons with disabilities are encouraged to apply. NO fax applications will be accepted.** Applications should be forwarded to the following address:

**The Acting Chief Regional Officer  
//Kharas Regional Council  
Private Bag 2184  
Keetmanshoop**

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

**CIRCUIT: OTJIWARONGO**

<b>Post Designation</b>	:	Head of Department Grade 6 Junior Primary: Pre-primary – Grade 3 English and Afrikaans
<b>1x Post</b>	:	G. K. Wahl Combined School
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Salary Notch</b>	:	N\$337,984 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Remoteness Allowance</b>	:	N\$9,000 per annum

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

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<b>Post Designation</b>	:	Head of Department Grade 6 Mathematics and Sciences Grade 8-11
<b>1x Post</b>	:	Osire Secondary School
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Salary Notch</b>	:	N\$337,984 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

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

**Supplementary Requirements:** Candidate must be able to teach Mathematics Grade 8-11, Physical Science Grade 8-9 and Physics & Chemistry Grade 10-11.

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<b>Post Designation</b>	:	Head of Department Grade 6 Junior Primary: Pre-primary Grade 3 English and Khoekhoegowab
<b>1x Post</b>	:	Shalom Primary School
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Salary Notch</b>	:	N\$337,984 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

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

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**CIRCUIT: OKAHANDJA**

**Post Designation** : Head of Department Grade 6  
Languages (English and Afrikaans) Grade 4-7

**1x Post** : K. W. von Marees Combined School

**Salary Scale** : N\$337,984 – N\$403,922

**Salary Notch** : N\$337,984 per annum

**Housing Allowance** : N\$14,520 per annum

**Transport Allowance** : N\$8,760 per annum

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

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**CIRCUIT: GROOTFONTEIN**

**Post Designation** : Head of Department Grade 6  
Languages (English and Afrikaans) Grade 4-7

**1x Post** : Makalani Primary School

**Salary Scale** : N\$337,984 – N\$403,922

**Salary Notch** : N\$337,984 per annum

**Housing Allowance** : N\$14,520 per annum

**Transport Allowance** : N\$8,760 per annum m

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

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**DIVISION: CULTURE PROGRAMMES**

**Post Designation** : Culture Officer Grade 9

**1x Post** : Otjiwarongo

**Salary Scale** : N\$185,920 – N\$222,994

**Housing Allowance** : N\$11,616 per annum

**Transport Allowance** : N\$8,760 per annum

**Appointment requirements:** An appropriate Diploma or equivalent qualification on NQF level 6.

**Supplementary Selection Requirements:**

- Heritage Management qualification or related field.
- Working experience on Culture and Heritage will be an added advantage.
- Valid driving license (Code B) will be an added advantage.

**Application Procedures:**

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

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

Applications must be addressed to the following address:

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

**Hand Delivery:**

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

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

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## OHANGWENA REGIONAL COUNCIL

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

<b>Post Designation</b>	:	Principal Grade 5
<b>1x Post</b>	:	Oipya Primary School
<b>Salary Scale</b>	:	N\$412,001 – N\$492,567
<b>Salary Notch</b>	:	N\$412,001 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Remoteness Allowance</b>	:	N\$9,000 per annum

**Prescribed 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.

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### DIVISION: PROGRAMMES AND QUALITY ASSURANCE CIRCUIT: ONGHA

<b>Post Designation</b>	:	Head of Department Grade 6 Mathematics and Science 4-9 (Agriculture/Physical Science/Life Science)
<b>1x Post</b>	:	Epoli Combined School
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Salary Notch</b>	:	N\$337,984 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Remoteness Allowance</b>	:	N\$21,000 per annum

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

OR

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

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**DIVISION: PROGRAMMES AND QUALITY ASSURANCE  
CIRCUIT: EENHANA**

<b>Post Designation</b>	:	Head of Department Grade 6: Mathematics and Natural Science 4-7
<b>1x Post</b>	:	Twaalutilwa Primary School
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Salary Notch</b>	:	N\$337,984 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Remotness Allowance</b>	:	N\$21,000 per annum

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

OR

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

**Applicant should note the following:**

Applicants must attach original certified copies of all qualifications, ID or proof of citizenship, academic records/transcripts of their qualifications. All foreign qualifications should be accompanied by an evaluation report from NQA. CV, letter of confirmation of probation and two recent testimonials from **2020 to date** must be attached on each application. Failure to complete all items on their application and not attaching all the necessary documents will disqualify the application.

Completed application forms 156043 and 156094, must be addressed to:

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

**Enquiries:** Lidwine N. Mukulu / Sara H.L.T. Ndeshimona, Tel: 065-290381/065-290319

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## OSHIKOTO REGIONAL COUNCIL

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

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x post</b>	:	Eengodi Constituency
<b>Salary Scale</b>	:	N\$151,910 – N\$182,202
<b>Salary Notch</b>	:	N\$151,910 per annum
<b>Housing Allowance</b>	:	N\$11,616 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Remoteness Allowance</b>	:	N\$21,000 per annum

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

**Supplementary Selection Requirements:** A valid Driving License Code B (The Driving License should be older than one (1) year).

**Enquiries: Ms. Elago NE. Negongo Tel: (065) 244 853 / Mr. Andreas P. Amukoshi Tel: (065) 247 002**

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

**Note: Public Servants are requested to apply through their Human Resources Offices and no faxed documents will be accepted.**

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

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