



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

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Ref.: **13/18/5**
Enquiries: Ms Pombili Eelu
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Department Public Service Management
BPI House, Independence Avenue
PO Box 1117
WINDHOEK

24 December 2021

**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. A 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, not later than the 10th of each month at 14H00. **The Offices/Ministries/Agencies are requested to ensure that only approved funded essential services posts are forwarded for advertising. Approval must be obtained from the Secretary to Cabinet and the posts must be budgeted for.**
2. Offices/Ministries/Agencies must take full responsibility to ensure that any e-mail sent to the Department is not virus infected because it will not be opened and processed. The consequences will be borne by the Office/Ministry/Agency whose e-mail contains viruses. In the event of any

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

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: 24 JANUARY 2022

Signed by Tuyakula Haipinge
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

OFFICE OF THE PRIME MINISTER

DEPARTMENT PUBLIC SERVICE INFORMATION TECHNOLOGY MANAGEMENT DIRECTORATE QUALITY ASSURANCE, STANDARDS, SKILLS DEVELOPMENT AND COORDINATION

Post designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary scale	:	N\$478,220 – N\$502,753
Motor vehicle allowance	:	
Capital Cost	:	N\$76,950 pa
Running Cost	:	N\$25,751 pa
Housing allowance	:	N\$68,188 pa

ADVERTISEMENT REQUIREMENTS

A B-degree (at NQF Level 7) in Computer Science, Management Information System, Information System Auditing or equivalent, plus 9 years of appropriate ICT experience, with 5 years at management level or equivalent level of experience with a focus on Quality Assurance and Project Management.

REPORTING RELATIONSHIP:

The incumbent reports directly to the Director, Director of Quality Assurance, Standards, Skills Development and Coordination.

GENERIC JOB DESCRIPTION

The mandate of the division is to establish and enforce compliance to standards and practices within the Public Service for consistency and alignment of efforts in e-Government project implementation and practices.

DUTIES AND RESPONSIBILITIES:

The incumbent will be responsible for:

- The proper staffing and operations of the division, while ensuring that all works are carried out in accordance to established standards, procedures and guidelines.
- Establishing and enforcing standards and practices within the Public Service for consistency and alignment of efforts in e-Government project implementation and practices.
- Provide assistance to OMAs in the adoption of standards, methodologies and practices.
- Collaborate with the department of Public Service Management in the assignments of Business Process Re-Engineering initiatives within the Public Service.
- Assisting Offices, Ministries and Agencies within the Public Service in defining their projects in line with the e-Government Strategic Action Plan and guide them through the implementation and operation of the systems.
- Carrying out Project reviews and audit as part of Quality Assurance Process to enforce compliance according to defined standards and practices within the Public Service.
- Providing recommendation for policies and procedures and other documentation needed to demonstrate compliance.
- Undertaking other duties that may be assigned by the Head of the Directorate.

In terms of the Affirmative Action plan of the qualifying women and person with disabilities, are encouraged to apply. Failure to complete all items on the application form for employment and not attaching the application (on form 156043) as well as comprehensive curriculum vitae and certified copies of educational qualifications will cause the application to be invalid and disqualified.

An application (on form 156043 obtainable at all Government offices) together with a comprehensive curriculum vitae and certified copies of education qualifications must be address to:

The Executive Director
Office of the Prime Minister,
Private Bag 13338, Windhoek

Hand deliver to Division Human Resources, 5th floor, Theo Ben Gurirab Building

Enquiries: Mr Erastus Amutenya: 061-205 6203 | Ms Ernstine Dama: 061-287 2477

MANAGEMENT CADRE

RE-ADVERTISEMENT

MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION DEPARTMENT: MULTILATERAL RELATIONS AND COOPERATION

Post Designation	:	Deputy Executive Director Grade 2 (M)
1x post	:	Windhoek
Salary Scale	:	N\$555,080 – N\$589,055
Motor Vehicle Allowance	:	N\$138,288 pa
Housing Allowance	:	N\$97,282 pa

Minimum Requirements: An appropriate B-degree on NQF Level 7 (or an equivalent qualification) plus ten (10) years appropriate experience. A Master-degree in Diplomatic studies/Politics/International Relations/Laws/ Economic will be an added advantage.

Competencies: Knowledge of the Namibian Foreign Policy and its Management, Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, financial management and negotiation skills.

DUTIES:

- To inform the Government on developments in bodies within the Organisation of African Unity, the United Nation system, Non-aligned Movement, the Commonwealth Secretariat and Southern African Development Community (SADC) which effects Namibia's interests.
- Inform the Government on developments within other governmental and non-governmental organisations of international scope which affect Namibia's interests.
- Advises the Government on how to protect and promote Namibia's interests through these organisations.
- Implement the Government's membership obligations to these organisations.
- Co-ordinate and direct the implementation of Namibian policies through these organisations
- Convey overall policy advice to and co-ordinate the activities of overseas posts in so far as they are involved in carrying out Namibian policy in multilateral organisations.
- Act as a point of co-ordination for other departments in their dealings with these organisations.
- Provide other departments with advice on the political dimensions of their dealings with these organisations.
- To inform Namibians about international organisations and Namibia's involvement in them.
- Provides specialized briefing on matters relating to foreign policy for Namibia's delegations to these organisations.
- Advises regional divisions and missions on Namibia's opportunities in multilateral bodies where this is relevant to their work.

- Co-ordinate the process of assessing trends in international organisations of importance to Namibia.
- Notwithstanding the above functions, the Ministry would expect all staff members to comply with all instructions issued to them to carry out official duties.

Enquiries: Ms. Rebecca Iyambo Tel: (061) 282 2348/9, Josef Gumbo Tel: (061) 2822013

Applicants must be Namibian citizens. Application forms, Form 156043 (**new GRN application form**) 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.

Please Note: Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.

Application forms should be hand-delivered or addressed to:

**Executive Director
MIRCO
Private Bag 13347
WINDHOEK**

**Hand delivered to:
OR**

**Human Resource Office
MIRCO
Office No. 304
3th Floor, East –wing**

OFFICE OF THE PRESIDENT

NATIONAL PLANNING COMMISSION

DEPARTMENT MONITORING AND EVALUATION AND DEVELOPMENT PARTNERS COORDINATION

DIRECTORATE: DEVELOPMENT PARTNERS COORDINATION

DIVISION: MULTILATERAL PROGRAMMES

Post designation : National Development Advisor Grade 6
1 x Post : Windhoek
Scale of salary : N\$328,139 – N\$392,158

Minimum requirements: A Master's Degree on NQF Level 9 in one or more of the following disciplines: Economics / Development Studies / Economic Policy Formulation / Project Management / International Relations PLUS approximately 1-year appropriate experience.

OR

A 4-year Honours Degree on NQF Level 8 in one or more of the following disciplines: Economics / Development Studies / Economic Policy Formulation / Project Management / International Relations PLUS approximately 4 years appropriate experience.

Job description

- Coordinate and Manage Development Partners' Projects and Programmes;
- Consult and negotiate with Development Partners and how to channel funding towards Programmes as prioritized by the Government;
- Cooperate and liaise closely with Line Ministries and other stakeholders in relation with Development Partners' related Programmes and Projects;
- Assessing organizational needs and mobilize support for tailored made training in organizational development;
- Act as a liaison between the Government of Namibia and members of respective stakeholders.
- Appraise project proposals received, solicit funding and follow-up with Development Partners on commitments made; Assist in the preparation of the Departments annual work plan;
- Perform any other official task that may be required by NPC.

Enquiries: Ms. Talenikomesho Mabakeng at (061) 283-4088

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

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

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

The Executive Director
National Planning Commission
Private Bag 13356
WINDHOEK

OR HAND-DELIVER TO

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

ATTENTION: HUMAN RESOURCE OFFICE

Government Office Park

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

- The “Application for Employment”-form (new format) is available at all Offices/Ministries/Agencies. Please note that, in cases where more than one position with the same designation is advertised, applicants cannot complete one “Application for Employment”-form for all positions, but a separate application for each position.
 - “Application for Employment”-forms should be properly completed and be accompanied by certified copies of the applicant's highest qualifications and certificates of service from previous employers. The required certificates of service should reflect very clearly the type of experience/field in which experience was gained in each position at such previous employer(s), your exact date of appointment and termination of service and whether such experience was gained on managerial level or not. Please keep in mind that, without service certificates, the experience an applicant claims to have cannot be confirmed which will cause such an applicant not to meet the advertised requirement as far as “proven appropriate experience” is concerned. Failure to properly complete all items on the **“Application for Employment”-form and not attaching the necessary/required documents to the application form will disqualify the application.** Previous employers might be called at random to confirm the field in/level on which specific indicated experience was obtained.
 - Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from this requirement.)
 - Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.
 - Applications received after the closing date will not be accepted.
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MINISTRY OF FINANCE

DIRECTORATE: ASSET, CASH AND DEBT MANAGEMENT
DIVISION: ASSET, CASH AND MANAGEMENT
SUBDIVISION: SYSTEM DEVELOPMENT

Post Designation	:	Senior Accountant Grade 7
1 x Post	:	Windhoek
Scale of Salary	:	N\$269,189 – N\$321,709
Salary Notch	:	N\$269,189
Housing Allowance	:	N\$13,080
Transport Allowance	:	N\$7,680

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting.

KEY PERFORMANCE AREAS

- Knowledge of State Finance Act, Treasury Instructions and the Stock Control System as well as other Legal Framework in respect to System Development
- Update, managing and control over movable and immovable State property on the computerised asset register at all O/M/A's and Regional and Local Authorities
- Sustain a help desk on system related matters, check, co-ordinate and distribute the work to Sub-ordinates.
- Control the electronic asset registers on the system and supervision of subordinates.
- Preparation of progress reports on goals and objectives related to the annual programme.
- Update and maintain asset register.
- Carry out additional instructions and tasks related to the function of the Division as requested by supervisor or Head or subdivision.

In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply.

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

ENQUIRIES: MS. MERIAM ONESMUS; TEL 2092624

DIRECTORATE: ASSET, CASH AND DEBT MANAGEMENT
DIVISION: ASSET, CASH AND MANAGEMENT
SUBDIVISION TRAINING AND AUCTION

Post Designation	:	Senior Accountant Grade 7
1 x Post	:	Windhoek
Scale of Salary	:	N\$269,189 – N\$321,709
Salary Notch	:	N\$269,189
Housing Allowance	:	N\$13,080
Transport Allowance	:	N\$7,680

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting.

KEY PERFORMANCE AREAS

- Conduct regular training sessions at stock control points in accordance with the annual work programme to ensure compliance to State Finance Act, Treasury Instructions and Stock Control System.
- Conduct training on Stock Control in line with the State Finance Act and Treasury Instructions.
- Give guidance and advice to Offices/Ministries/Agencies in respect of managing, utilization, accounting, control and disposal of movable and immovable State property.
- Conduct training on managing, accounting and control over movable and immovable State asset at all stock control point in all regions and preparing of reports.
- Report to your immediate supervisor on a regular basis in writing.
- To undertake regular inspection on stock.
- Carry out additional instructions and tasks related to the function of the Division as requested by supervisor or Head of subdivision.

In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply.

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

ENQUIRIES: MS. MERIAM ONESMUS; TEL 2092624

**DIRECTORATE: ADMINISTRATION
DIVISION: GENERAL SERVICES**

Post Designation	:	Senior Administrative Officer Grade 10
2 x Posts	:	Windhoek
Scale of Salary	:	N\$147,485 – N\$176,895
Salary Notch	:	N\$147,485
Housing Allowance	:	N\$10,464.00 pa
Transport Allowance	:	N\$7,680 pa

MINIMUM REQUIREMENTS: An appropriate 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.

KEY PERFORMANCE AREAS

- To assist with mail handling in an efficient manner by opening and distributing incoming mails and register all incoming mails.
- Scan and process incoming mails into Records System.
- Collect, register, and deliver outbound mail.
- Process and promptly deliver faxes and emails into record system.
- To assist with maintenance of the Ministerial Records Management System in filling current correspondence, assist with archive maintenance.
- Assist with control movement of files and documents across the Ministry
- Perform any other activities as assigned by the supervisor(s)

In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply.

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

Enquiries: Ms. Naomi Kafita telephone: 061-2092479

**DIRECTORATE: ADMINISTRATION
DIVISION: GENERAL SERVICES**

Post Designation	:	Artisan Grade 10
2x Posts	:	Windhoek
Scale of Salary	:	N\$147,485 – N\$176,895
Housing Allowance	:	N\$10,464 pa
Transport Allowance	:	N\$7,680 pa

MINIMUM REQUIREMENTS: A Grade 10 (or equivalent) Certificate at NQF Level 2 with 27 points in seven subjects with D symbol in English. Plus a completed apprenticeship or Trade Diploma in terms of existing Legislation specialising in Air conditioning and Refrigeration and *Civil work*

KEY PERFORMANCE AREAS

- Apply faulty findings techniques, conduct root cause failure analysis and regular plant inspections;
- Clean, maintain and repair, components and equipment as directed by the Supervisor;
- Complete breakdown and preventative maintenance work orders, create subsequent notification and provide feedback on work performed;
- Attain and maintain relevant maintenance contracts and authorization required to execute maintenance requirements;
- Conduct regular structures inspections;
- Perform any other activities as assigned by the supervisors

ENQUIRIES: MR. ERASTUS SHIKEMENI; TEL 209 2622

ONLY SHORTLISTED CANDIDATES WILL BE NOTIFIED AND NO DOCUMENTS WILL BE RETURNED.

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

The Executive Director
Ministry of Finance
Private Bag 13295
Windhoek

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE : OMUSATI REGION DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT SUBDIVISION : HUMAN RESOURCE

Post Designation	:	Chief Health Programme Officer Grade 6
1 x Post	:	Outapi (Regional Office)
Salary Scale	:	N\$ 328,139 – N\$392,158
Housing Allowance	:	N\$13,080 pa
Transport Allowance	:	N\$7,680 pa

Minimum Requirements: A National Diploma majoring in human resources on NQF L6 plus five (5) years appropriate experience in Human Resource of which three (3) years must be on the level of Senior Human Resource Practitioner Grade 7. Must have a valid driver's license. Confirmation of Probation should be attached.

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

Post Designation	:	Health Programme Officer Grade 7
1 x Post	:	Outapi (Regional Office)
Salary Scale	:	N\$ 269,189 – N\$321,707
Housing allowance	:	N\$13,080 pa
Transport allowance	:	N\$7,680 pa

Minimum Requirements: An appropriate National Diploma or equivalent on NQF Level 6 majoring in Human Resource plus three (3) years appropriate experience. Confirmation of probation should be attached.

DIRECTORATE : OMUSATI REGION DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT SUBDIVISION: HUMAN RESOURCE SECTION: EMPLOYEE WELLNESS

Post Designation	:	Health Programme Officer Grade 7
1 x Post	:	Outapi (Regional Office)
Salary Scale	:	N\$269,189 – N\$321,707
Housing allowance	:	N\$13,080 pa
Transport allowance	:	N\$7,680 pa

Minimum Requirements: An appropriate National Diploma or equivalent on NQF Level 6 majoring in Human Resource plus three (3) years appropriate experience. Confirmation of Probation should be attached.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES; OUTAPI
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES
UNIT: FACILITIES MANAGEMENT

Post designation : Cleaner Grade 14
1x Post : Outapi
Salary scale : N\$54,682 – N\$71,105
Transport Allowance : N\$7,680 pa
Housing Allowance : N\$7,848 pa

Minimum Requirements: None.

Additional requirements: Ability to read and write English. Confirmation of probation as Cleaner Grade 15 should be attached.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES; OKAHAO
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES
UNIT: FACILITIES MANAGEMENT

Post designation : Cleaner Grade 14
2 x Posts : Okahao
Salary scale : N\$54,682 – N\$71,105
Transport Allowance : N\$7,680 pa
Housing Allowance : N\$7,848 pa

Minimum Requirements: None.

Additional requirements: Ability to read and write English. Confirmation of probation as Cleaner Grade 15 should be attached.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES; OKAHAO
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES
UNIT: CLEANING SERVICES

Post designation : Cleaner Grade 14
1x Post : Okahao
Salary scale : N\$54,682 – N\$71,105
Transport Allowance : N\$7,680 pa
Housing Allowance : N\$7,848 pa

Minimum Requirements: None.

Additional requirements: Ability to read and write English. Confirmation of probation as Cleaner Grade 15 should be attached.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES; TSANDI
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES
UNIT: CATERING SERVICES

Post designation : Cleaner Grade 14
1x Post : Tsandi
Salary scale : N\$54,682 – N\$71,105
Transport Allowance : N\$7,680 pa
Housing Allowance : N\$7,848 pa

Minimum Requirements: None.

Additional requirements: Ability to read and write English. Confirmation of probation as Cleaner Grade 15 should be attached.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES; TSANDI
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES
UNIT: FACILITIES MANAGEMENT

Post designation : Cleaner Grade 14
2 x Posts : Tsandi
Salary scale : N\$54,682 – N\$71,105
Transport Allowance : N\$7,680 pa
Housing Allowance : N\$7,848 pa

Minimum Requirements: None.

Additional requirements: Ability to read and write English. Confirmation of probation as Cleaner Grade 15 should be attached.

Enquiries: Ms. M Nakasole at Tel: 065 – 251809 or Ms. Monika Shilunga at Tel: 065 – 251812

All application should be addressed to: The Regional Director, Ministry of Health and Social Services, Omusati Region, Private Bag 504, Outapi.

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

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.

**DIRECTORATE: PHARMACEUTICAL SUPPLY CHAIN
SECTION: RESOURCE MANAGEMENT**

Post Designation	:	Senior Administrative Officer Grade 10
1 x Post	:	Windhoek
Salary Scale	:	N\$147,176 895 – N\$176,895
Housing Allowance	:	N\$13,080 pa
Transport Allowance	:	N\$7,680 pa

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 three (3) years appropriate experience.

Additional Requirements: A valid code B Driver's License will be an added advantage.

Job Description

Provide administrative support to the Directorate of Pharmaceutical Services by managing and coordinating the transport function, and also to manage and supervise subordinate staff.

Manage fleet and coordinate transportation and delivery of medicines to health facilities and conveyance of staff on duty

Manage warehousing equipment and ensure that they are in good working condition at all times

Enquiries: Mr. Lazarus Indongo Deputy Director, Tel. No.: 0612032350 or Ms Seija Nakamhela, Tell: 0612033151.

Candidates employed in the Public Service must attach letter of confirmation on probation, failure to attach will automatically disqualify the application.

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

Applications must be addressed to:

Ministry of Health and Social Services,
Private Bag 13198, Windhoek,
Hand deliver to
Division: Human Resources,
Ministerial building,
Windhoek.

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

DIRECTORATE: PLANNING AND ADMINISTRATION DIVISION: GENERAL SERVICES SUBDIVISION: HUMAN RESOURCE MANAGEMENT

Post Designation	:	Human Resource Practitioner Grade 8
1 x Post	:	Windhoek
Salary Scale	:	N\$220,828 – N\$263,911
Housing Allowance	:	N\$13,080 pa
Transport Allowance	:	N\$7,680 pa

Minimum requirements:

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

Additional Requirements:

An appropriate Bachelor's Degree in Human Resources Management on NQF Level 7 and two (2) years' working experience in Human Resources field.

Key performance areas:

- Conduct recruitment and selection processes;
- Administer conditions and employee benefits;
- Attend to employee grievances and misconduct;
- Processes employee leave records;
- Advises staff members on HR processes and systems;
- Executive any other duties assigned by the supervisor or any other authorized person.

ENQUIRIES: Mr. Simon J.M Amupolo; **Telephone:** 061 – 206 6111

Candidacy is limited to Namibian citizens. Women and persons living with disabilities are encouraged to apply. **All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority (NQA). Failure to complete all items on the application form for employment and not attaching the required documents will disqualify the application.** Please take note that only shortlisted candidates will be contacted and no personal documents will be returned. Application form for employment, Form 156043 and 156094 (obtainable at all Government Offices) together with comprehensive curriculum vitae, certified copies of educational qualifications, academic record, ID and all supporting documents must be addressed to:

The Acting Executive Director

Ministry of Labour, Industrial Relations and Employment Creation
Private Bag 19005
Khomasdal
32 Mercedes Street
WINDHOEK

MINISTRY OF URBAN AND RURAL DEVELOPMENT

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

DIVISION: REGIONAL COUNCILS AND TRADITIONAL AUTHORITIES COORDINATION
SUBDIVISION: TRADITIONAL AUTHORITIES ADMINISTRATIVE SUPPORT SERVICES

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$328,139 – N\$392,158
Salary Notch	:	N\$328,139 pa
Transport Allowance	:	N\$7,680 pa
Housing Allowance	:	N\$13,080 pa

Minimum requirements: An appropriate National Diploma or equivalent on NQF Level 6 plus six (6) years appropriate working experience.

Job Description

- Heads the subdivision traditional authorities administrative support services;
 - Supervises and coordinates the day to day activities of subordinates;
 - Renders assistance and advice to traditional authorities with regard to procedural and legal matters;
 - Guide and advise subordinates in attainment of the objectives of the directorate;
 - Planning , budgeting of the subdivision in line with the ministerial strategic and work plans;
 - Respond to official notification in respect of traditional chiefs and appointment of senior and traditional councillors;
 - Prepare submission to minister for recommendation of official recognition of the traditional authorities by the president;
 - Ensure the amendment of the government notice No.65 of 31 March 1998 when required;
 - Responsible for notification in the gazette relinquishment of a traditional office position by a chief for the political position;
 - Liaise with legal drafters on proclamation , government notice and amendments of government notice No.65 of 31 March 998;
 - Liaise with government attorney on court cases related to traditional authorities ;
 - Advise on the appointment of the ministerial investigating committee on tribal dispute;
 - Advise traditional authorities on the establishment and management of Community Trust Funds.
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**DIVISION: REGIONAL COUNCILS AND TRADITIONAL AUTHORITIES COORDINATION
SUBDIVISION: TRADITIONAL AUTHORITIES ADMINISTRATIVE SUPPORT SERVICES**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$147,485 – N\$176,895
Salary Notch	:	N\$147,485 pa
Transport Allowance	:	N\$7,680 pa
Housing Allowance	:	N\$10,464 pa

Minimum requirements: An appropriate National Diploma or equivalent on NQF Level 6 plus one (1) year appropriate experience.

OR

A Grade 12 Certificate NQF Level 3 plus 3 years appropriate working experience

Job Description

- Supervises and coordinates the day to day activities of subordinates;
- Drafting of correspondences and deal with specific assignment tasks with regard to traditional authorities ;
- Receive notification in respect of appointment of traditional leaders and traditional secretaries;
- Receive and arrange for attendance for designation for traditional leaders;
- Make transport arrangement for the ministerial investigating committee on trial dispute;
- Process allowances payment for newly appointed traditional leaders;
- Liaise with human resource and salary office to stop allowance payment of the deceased, terminated or resigned traditional leaders;
- Prepare programme for ministerial investigating committee;
- Ensure the computerisation and updating of traditional authorities data;
- Carry out any other work assigned by the supervisor.

Enquiries: Ms. P Anyolo; Tel: 061 297 5286

NOTES TO CANDIDATES:

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**
- The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

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

OR

Hand delivers to:

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

- **Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.**
 - Faxed applications will not be considered.
 - Only shortlisted candidates will be contacted and no documents will be returned.
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KHOMAS REGIONAL COUNCIL

DIRECTORATE: EDUCATION, ARTS AND CULTURE

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SUBDIVISION: PROFESSIONAL DEVELOPMENT

SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Geography and Development Studies (Grades 8-12))
1x Post	:	Windhoek
Scale of Salary	:	N\$328,139 – N\$392,158
Housing Allowance	:	N\$13,080 pa
Transport Allowance	:	N\$7,680 pa

Minimum Appointment requirements:

An appropriate Degree (or equivalent qualification) on NQF L8 plus 3 years appropriate experience.

OR

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

Additional Selection Requirements:

- Candidate must possess appropriate teaching experience of Geography & Development Studies Grades 8-12 (PROOF MUST BE ATTACHED).
- Candidate must possess an appropriate teaching qualification in terms of the minimum appointment requirements majoring in Geography & Development Studies Grades 8-12 (PROOF MUST BE ATTACHED).
- Candidates with previous experience as a Subject Head or Head of Department for Geography & Development Studies Grades 8-12 will have an added advantage.
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame
- Computer Literacy will be an added advantage

SUBDIVISION: FINANCIAL MANAGEMENT SECTION: SALARIES AND ALLOWANCES

Post Designation	:	Accountant Grade 8
1x Post	:	Windhoek
Scale of Salary	:	N\$220,828 – N\$263,911
Housing Benefit	:	N\$13,080.00 pa
Motor Vehicle Allowance	:	N\$7,680.00 pa

Minimum Appointment requirements:

An appropriate Diploma on NQF Level 6 (or equivalent qualification) in Accounting

Additional Selection Requirements:

Candidates in possession of Bachelor Degree on NQF Level 7 in Accounting or Financial Management will have an added advantage. Candidate must possess at least 3 years appropriate experience in the Accounting field or higher (proof must be attached).

SECTION: CIRCUIT OFFICES
SUBSECTION: HOSTEL ADMINISTRATION

Post Designation	:	Chief Hostel Matron Grade 12
1x post	:	Jan Möhr Secondary School
Scale of Salary	:	N\$99,633 – N\$119,501
Housing Allowance	:	N\$10,464 pa
Transport	:	N\$7,176 pa

Minimum Appointment requirements:

A Grade 10 Certificate (or equivalent qualification) on NQF Level 2 plus appropriate experience.

Additional Selection Requirements:

Candidates must meet the criteria for appointment in posts requiring a Grade 10 Certificate (a minimum of 24 points over 7 subjects including a D-symbol in English).

Candidates in possession of a Standard 8 Certificate must meet the symbol requirements for English.

Candidate must possess at least 3 years appropriate experience as a Hostel Matron (Grade 13). (PROOF MUST BE ATTACHED)

Candidate must be able to effectively communicate in the official language (English).

Important Clauses in the submission of applications:

Interested applicants must complete the required Application Form for Employment (156043) and Health Questionnaire (156094) (available at any Ministry) in their own handwriting, and attach the following document which will be used to determine suitability for further selection:

- A detailed and comprehensive Curriculum Vitae (CV);
- Originally certified copies by the Namibian Police of: Highest educational qualifications; and Certified copy of Namibian ID (Proof of Citizenship).
- Certificates of service and/ testimonial(s) from former and current employers for appropriate work experience.

Candidates in possession of foreign qualifications must submit an evaluation report from Namibia Qualifications Authority (NQA).

Applications of serving staff members applying for the post must submit their applications via Human Resource Office of the O/M/A he/she is employed under cover of form ZO/352(1).

Competition for the vacancy is limited. Staff members within the Public Service must have completed their probation successfully at the time of application and may only compete for vacancies, which are on the next higher grade. Proof of successful completion / confirmation of probation must be attached.

Only originally completed Application Forms 156043 & 156094 and Form ZO/352(1) will be accepted. Faxed, emailed and/or incomplete applications will not be considered in the recruitment and selection process.

Failure to complete all items on the Application for Employment form and Health Questionnaire and not attaching the necessary documents will disqualify an applicant.

Interested and suitably qualified persons from designated groups are strongly encouraged to apply.

Preference will be given to Namibian Nationals.

Applications will NOT be accepted after the closing date

NB: Only shortlisted candidates will be contacted. No application forms for employment, CV'S and other supporting documents will be returned to the applicants

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

Applications must be submitted to the following address:

The Director
Directorate of Education, Arts and Culture
Private Bag 13236

WINDHOEK

For attention: The Human Resource Office

Or by hand at:

The Registry Office
6th floor, Frans Indongo Gardens,

WINDHOEK

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SUBDIVISION: CONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6
Duty station	:	Nehale LyaMpingana Constituency Office
Scale of salary	:	N\$328,139 – N\$392,158
Housing Allowance	:	N\$13,080 pa
Transport Allowance	:	N\$7,680 pa
Remoteness Allowance	:	N\$21,000 pa

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF level 6. Candidates must have 6 years appropriate experience in administration.

Additional requirements: Interested candidates must be in possession of a valid three years driver's license (Code B). Computer literacy is essential as well as excellent communication skills.

Women and people living with disabilities are encouraged to apply. Candidacy is not limited to **Public Servants** only. Applications (on a **new** form 156043) must be addressed to the:

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

Enquiries: Mr T Imene: 065 244853

OSHANA REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: FINANCE

Post Designation	:	Chief Accountant Grade 6
1 x Post	:	Oshakati
Salary Scale	:	N\$328,139 – N\$392,158 pa
Housing Allowance	:	N\$13,080 pa
Transport Allowance	:	N\$7,680 pa
Remoteness Allowance	:	N\$9,000 pa

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting.

Supplementary Selection Requirements: Candidate should have 5 years' experience in Accounting field and should have extensive knowledge of VIP payroll and Pastel systems.

Main Duties:

- Compile financial statements of the Regional Council.
- Produce monthly, quarterly and annual financial reports.
- Supervise and direct subordinates within the Division.
- Verify all payments of the Regional Council.
- Compile and verify reconciliation statements.
- Responsible for Third Party payments before the 7th of every month.
- Carry out financial inspections at the Sub-Receiver of Revenue at the settlements /constituencies.
- Prepare and submit VAT returns.
- Ensure proper reconciliation of account receivable and account payable.
- Ensure the preparation of the Main Cash Book to the Trial Balance.
- Carry out any official duties assigned from time to time.

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

Post Designation	:	Senior Administrative Officer Grade 10
3x Posts	:	Ongwediva, Ompundja and Uuvudhiya
Salary Scale	:	N\$147,485 – N\$176,895
Housing Allowance	:	N\$13,080 pa
Transport Allowance	:	N\$7,680 pa

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

Supplementary Requirements: Candidate should have four (4) years appropriate experiences. Knowledge on procurement process and stock control will serve as an advantage.

Main Duties:

- Organize community meetings on the requests of the Control administrative officer
- Provide inputs for the compilation of the Constituency Development Committee monthly reports.
- Assist with the procurement at Constituency office
- Responsible for minute-taking at Constituency Development Committee meetings on request

- Coordinate compilation of monthly, quarterly and annual reports for all sections under him/her.
- Supervise subordinate

Please attach original certified copies of all necessary documents. Copy of confirmation of probation and **Pastel system in case of the post of Chief Accountant must be attach as well.** Foreign qualification(s) must be attached together with the copy of evaluation from Namibian Qualification Authority (NQA).

PLEASE TAKE NOTE AS WELL, NO DOCUMENTS WILL BE RETURNED

Enquiries: Ms Fiina Akawa or Liina Uusiku @ 065 2288200

APPLICATION TO BE FORWARDED TO:

THE CHIEF REGIONAL OFFICER
 OSHANA REGIONAL COUNCIL
 PRIVATE BAG 5543
OSHAKATI

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

Post designation	:	Head of Department Grade 6 (Mathematics and Physics Grade 10-11)
1x Post	:	Kapolo Combined School
Salary Scale	:	N\$328,139 – N\$392,158
Housing Allowance	:	N\$13,080 pa
Transport Allowance	:	N\$7,680 pa

Appointment requirement:

A recognized three (3) year tertiary teaching qualification on an 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 subjects to be taught plus one year teaching qualification plus 6 years teaching experience

NB: Candidate should be able to teach and supervise Mathematics and Physical Science Grade 8-9

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

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

Human Resource Office

or Hand Delivery

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

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

Enquiries: Klaudia T. Shindondola/ Tulonga Nakapolo; **Tel:** 065-229800

ZAMBEZI REGIONAL COUNCIL

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

Post designation	:	Senior Education Officer Grade 6 (Mathematics Grade 8-12)
1x Post	:	Katima Mulilo (Regional Office)
Salary Scale	:	N\$328,139 XP – N\$392,158
Housing Allowance	:	N\$13,080 pa
Transport Allowance	:	N\$7,680 pa

Minimum Requirements: An appropriate degree or equivalent Qualification on NQF Level 7 plus 5 years appropriate experience or an appropriate degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary requirements:

- Specialisation in the field of Mathematics
- Preference will be given to candidates with experience in teaching Mathematics for both Primary and Secondary phase
- A good track record/performance in teaching mathematics at Higher or Advanced Subsidiary level /facilitating Mathematics
- Experience in the development of teaching/learning materials
- Knowledge of and ability to implement the Revised Curriculum in schools
- Ability to research and interpret data.
- Curriculum research and development Skills.
- Computer literate and a valid driver's license
- Ability to network with relevant stakeholders

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SUB – DIVISION: GENERAL SERVICES SECTION: PERSONNEL, PUBLIC RELATIONS, INFORMATION AND REGISTRY

Post Designation	:	Senior Human Resource Practitioner Grade 7
1 x Post	:	Katima Mulilo
Salary Scale	:	N\$269,189 XP – N\$321,707 pa
Housing Allowance	:	N\$13,080.00 pa
Transport Allowance	:	N\$7,680.00 pa

Minimum requirements: A National Diploma majoring in Human Resources or equivalent Qualification on NQF Level 6 plus 6 years appropriate experience.

Post Designation	:	Hostel Matron Grade 13
4 x Posts	:	3 x Sikosinyana S.S.S Hostel 1 x Sanjo S.S.S Hostel
Salary Scale	:	N\$72,556 XP – N\$94,349 pa
Housing Allowance	:	N\$7,848.00 pa
Transport Allowance	:	N\$7,680.00 pa
Remoteness Allowance	:	N\$13,800.00 pa / N\$9,000.00 pa

Minimum requirements: A grade 10 or equivalent Qualification on NQF Level 2 with a minimum of 24 points over seven subjects and a D symbol in English plus at least (1) one year appropriate experience as an Institutional Worker/Cleaner Grade 15.

Enquiries: Mr. Malcolm Salushando Kaigwe Tel: 066 – 261942; Ms. Adel Lisho; Tel: 066 – 261900

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

Human Resource Office
Zambezi Regional Council
Private Bag 5006
Katima Mulilo
