

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DIVISION: SECURITY AND RISK MANAGEMENT

Post Designation	:	Chief Security Operation Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$354, 883 – N\$424,119
Salary Notch	:	N\$354,883
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

Enquiries: Ms. M. Shilongo 0819510112

DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP DIRECTORATE: IMMIGRATION AND BORDER CONTROL DIVISIONS: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS

Post Designation	:	Control Immigration Officer Grade 6
1x Post	:	Outapi
Salary Scale	:	N\$354, 883 – N\$424,119
Salary Notch	:	N\$354,883
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

Enquiries: Ms. T. Nandago 0819510113

DIRECTORATE: IMMIGRATION AND BORDER CONTROL DIVISIONS: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS

Post Designation	:	Chief Immigration Officer Grade 7
3x Posts	:	1x Lüderitz
	:	2x Training and Inspection (Windhoek)
Salary Scale	:	N\$291,128 – N\$347,926
Salary Notch	:	N\$291,128
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification NQF Level six (6) plus six (5) years approximate appropriate experience.

Enquiries: Mr. G. Kapukua Tel: 0819510225, Ms. N. Kakuritjire 0819510110

DIRECTORATE: IMMIGRATION AND BORDER CONTROL DIVISIONS: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS

Post Designation	:	Senior Immigration Officer 9
4x Posts	:	1x Machenje Border Post
	:	1x Noordoewer Border Post
	:	1x Mata Mata Border Post
	:	1x Surveillance (Windhoek)
Salary Scale	:	N\$195,216 – N\$234,144

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Salary Notch : N\$195,216 per annum
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

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

Enquiries: Mr. D. Joseph 0819510112 and Mr. G. Kapukua Tel: 0819510225

DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIRECTORATE: VISAS, PERMITS, PASSPORTS AND CITIZENSHIPS

Post Designation : Senior Immigration Officer 9
9x Posts : **5x** Visas and Permits (Windhoek)
: **4x** Passports and Citizenship (Windhoek)
Salary Scale : N\$195,216 – N\$234,144
Salary Notch : N\$195,216 per annum
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

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

Enquiries: Ms. W. Palanga 0819510114

DEPARTMENT: CIVIL REGISTRATION
DIRECTORATES: NATIONAL CIVIL REGISTRATION; AND NATIONAL POPULATION REGISTER,
IDENTIFICATION AND PRODUCTION

Post Designation : Chief Administrative Officer Grade 8
1x Post : Omaheke Regional Office (Gobabis)
Salary Scale : N\$238,825 - N\$285,420
Salary Notch : N\$238,825 per annum
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

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

Enquiries: Ms. Nandago Tel: 0819510113

REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION
SUB-DIVISIONS: REGIONAL OFFICES
SECTIONS: SUB-REGIONAL OFFICES

Post Designation : Senior Administrative Officer Grade 10
6x Posts : **2x** Kavango West Regional Office (Nkurenkuru)
: **1x** Katutura Hospital
: **1x** Windhoek Central Hospital
: **1x** Oshana Regional Office (Oshana)
: **1x** Kunene Regional Office (Opuwo)
Salary Scale : N\$159,505 – N\$191,312
Salary Notch : N\$159,505
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

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

Enquiries: Ms. T. Nandango Tel: 0819510113, Ms. N. Kakuritjire Tel: 0819510110

**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: HUMAN RESOURCES AND SUPPORT SERVICES
DIVISION: INFORMATION TECHNOLOGY MANAGEMENT
SUBDIVISION: CORE INFRASTRUCTURE SERVICES**

Post Designation : Chief System Administrator Grade 6
1x Post : Windhoek
Salary Scale : N\$354,883 – N\$424,119
Salary Notch : N\$354,883
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: A Degree in Information Technology on NQF L7 plus 6 years appropriate experience.

Functions and Responsibilities: The Chief Systems Administrator responsible for the core infrastructure manages and safeguards the Ministry's foundational and enterprise systems.

The following are the skills and expertise that is required from the candidates:

- Deep knowledge is server, storage and networking hardware and software
- Excellent networking knowledge (LAN/WAN, VPN, data centre)
- Firewall and access control management
- Excellent knowledge in cybersecurity and information security
- Understanding of compliance governance and framework standards such as COBIT, ITIL, ISO 27001
- Understanding in Systems analysis
- Excellent project management skills/knowledge
- Deep understanding of Virtualisation
- Backup and disaster recovery technologies and management
- Managing and monitoring of staff members
- Excellent technical problem-solving skills

Enquiries: Ms. M. Shilongo Tel: 0819510116

**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES**

Post Designation : Control Works Inspector Grade 6
1x Post : Windhoek
Salary Scale : N\$354,883 – N\$424,119
Salary Notch : N\$354,883
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus 6 years appropriate experience.

Functions and Responsibilities

- Overseeing the Ministry's projects, renovations or refurbishments.
- Keeping and maintaining records, built drawings, and maintenance manuals and drafting reports and making written recommendations.
- Participate in Technical Services Strategic Planning Process.

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- Facilitate and participate in the preparation and co-ordination of maintenance and technical services annual, quarterly and monthly plans.
- Plan and supervise the Ministry's 'maintenance functions.
- Monitor contractor's work where technical installations, repairs and rehabilitation where work has been sourced out.
- Participate in hand-over of rehabilitated infrastructure as a member of the Ministry's technical team.
- Planning and allocation of maintenance work.
- Prepare and recommend the capital and recurrent budget.
- Supervise recurrent budget on an annual basis to achieve the set objectives
- Provide input for funding under emergency and control expenditure.
- Give specialized advice to the Ministry on issues pertaining to maintenance.
- Formulate specialized tender specifications for the replacement of equipment and repair work.
- Interpret maintenance management issues within the Ministry.
- Manage and control the fleet, materials, equipment and the maintenance of the Head Office infrastructure.
- Manage and control the maintenance information system of the Ministry.
- Monitor the usage of assets and the Head Office building.
- Overseeing and agreeing service level agreements/contracts with service providers for services including maintenance of the infrastructure, fire-detection, sump-pumps, generators, solar plant, lifts and escalators.
- Monitoring and ensuring that building services such as water heating, sewer, drainage, air-conditioning, electricity, and fire detection.
- Managing maintenance budgets and ensuring cost-effectiveness.
- Allocating and managing space inside, outside and in between buildings.
- Manage and execute overall control over the civil, mechanical and electrical maintenance work.
- Overseeing the Ministry's projects, renovations or refurbishments.
- Keeping and maintaining records, as-built drawings, and maintenance manuals and drafting reports and making written recommendations.

Enquiries: Ms. M. Shilongo Tel: 0819510116

Interested candidates in the Public Service should attach their copy of confirmation of probation letters.

Appointment to these positions will be subjected to security vetting. Foreign Qualifications should be accompanied by NQA Evaluation. Failure to attach such a proof will lead to disqualification of your application. Only shortlisted candidates will be contacted, and no personal documents will be returned.

In terms of the Affirmative Action Act No. 29 of 1998, qualified females and persons with disabilities are encouraged to apply. Emailed CVs will not be accepted. **No late application will be considered. Failure to complete all items on the application form (156043) and not attaching all necessary certified documents will disqualify the application.** An application on form 156043 as well as a comprehensive curriculum vitae and certified copies of education qualifications must be addressed to:

**The Executive Director
Ministry of Home Affairs, Immigration, Safety and Security
Attention: Humana Resource Office
Private Bag 13200
WINDHOEK**

**Or hand delivery to:
The Human Resource Office, 9th Floor, East Wing
Ministry of Home Affairs, Immigration, Safety and Security**

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**Corner Hosea Kutako Drive and Harvey Street,
Erf 6971, Windhoek North
WINDHOEK
Enquiries: Ms. M. Shilongo Tel: 0819510116**
