

**MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM
DEPARTMENT OF NATURAL RESOURCES, PARKS AND REGIONAL
SERVICES
DIRECTORATE: WILDLIFE AND NATIONAL PARKS
DIVISION: NORTH EAST REGION**

Post Designation:	Warden Grade 9, Parks
Number of Posts:	One (1), Kavango East Region
Duty Station:	Mahango
Salary scale:	N\$ 195 216 – N\$234 144
Transport Allowance:	N\$ 10 512 per annum
Housing Allowance:	N\$ 13 944 per annum



Advertisement requirements: An appropriate National Diploma or equivalent (NQF level 6) in the following field: Nature Conservation, Wildlife management, Conservation biology and related fields.

Additional requirements: A valid Code B Driver's License which is two years and older.

Job description:

- Conservation and care of wildlife, management of protected areas, implement protected areas management plans and ministerial policies and national laws
- Assist to manage human wildlife conflict and support the provision of mitigation and preventative measures in neighboring areas.
- Conduct and participate in CBNRM and Environmental Education activities within the Bwabwata National Park.
- Assist with law enforcement and crime prevention activities.
- Wildlife management, monitoring and ensure developmental work in parks are carried out.
- Ensure fire management measures are undertaken in protected areas.
- Manage activities and enforce regulations related to wildlife conservation and protection.
- Provide supervision, administration, coordination and management of the Sub - Sectional staff.
- Monitor and evaluate effective implementation of programs and advice
- Drafting, summarizing and submitting various reports as expected by the reporting system in the Division.
- Ensure timely submission of incidents, weekly and monthly reports.

Post designation	: Ranger Grade 11
Number of Posts	: One (1)
Duty Station.	: 1 x Ncaute, Wildlife Management
Salary Scale	: N\$ 132 987 – N\$ 159 505
Transport allowance	: N\$ 10 512 per annum
Housing Allowance:	N\$ 13 944 per annum



Appointment requirements: A Grade 12 (or equivalent) Certificate on NQF L3 with 20 points in five (5) subjects and E symbol in English.

Additional requirements: A valid code B Driver's license which is two years and older will be added as an advantage.

Job description:

- Conservation and care of wildlife
- Human wildlife conflict management and application of mitigation measures
- Assist with law enforcement and wildlife crime prevention activities
- Assist in fire management and prevention measures in parks and communal areas
- Participate in conservation hunting activities
- Provide supervision, administration, coordination and management of subordinates
- Drafting, summarizing and submitting various reports as expected by the reporting system in the Division.
- Participation in wildlife surveys and monitoring
- Ensure timely submission of incidents, weekly and monthly reports.
- Assist in the implementation of the parks and neighbour policy
- Any other duties that will be assigned by the supervisor

Post designation	: Ranger Grade 11
Number of Posts	: One (1)
Duty Station.	: 1 x Rundu – CBNRM
Salary Scale	: N\$ 132 987 – N\$ 159 505
Transport allowance	: N\$ 10 512 per annum
Housing Allowance:	N\$ 13 944 per annum



Appointment requirements: A Grade 12 (or equivalent) Certificate on NQF L3 with 20 points in five (5) subjects and E symbol in English.

Additional requirements: A valid code B Driver's license which is two years and older will be added as an advantage.

Job description:

- Conservation and care of wildlife
- Participate in CBNRM and Environmental Education activities
- Provide supervision, administration, coordination and management of staff
- Drafting, summarizing and submitting various reports as expected by the reporting system in the Division
- Participation in wildlife surveys and monitoring
- Ensure timely submission of incidents, weekly and monthly reports
- Assist in the implementation of the parks and neighbour policy
- Any other duties that will be assigned by the supervisor

Post designation : Ranger Grade 11
Number of Posts : one (1)
Duty Stations : Katima Mulilo
Salary Scale : N\$ 132 987 – N\$ 159 505
Transport allowance : N\$ 10 512 per annum
Housing Allowance: N\$ 13 944 per annum



Appointment requirements: A Grade 12 (or equivalent) Certificate on NQF L3 with 20 points in five (5) subjects and E symbol in English.

Additional requirements: A valid code B Driver's license which is two years and older will be added as an advantage.

Job description:

- Conservation and care of wildlife, Wildlife monitoring and care,
- Human wildlife conflict management, applying mitigation measures and community awareness
- Provide supervision, administration, coordination and management of staff.
- Drafting, summarizing and submitting various reports as expected by the reporting system in the Division.
- Provision of water for wildlife including participation in wildlife surveys and monitoring
- Ensure timely submission of incidents, weekly and monthly reports.
- Assist in the implementation of the parks and neighbour policy
- Any other duties that will be assigned by the supervisor

Post Designation : Assistant Ranger Grade 13
Number of Posts : One (1)
Duty Station : 1 x Shisinze – Nkasa Rupara
Salary scale : N\$ 81 645 – N\$102 039
Transport Allowance : N\$ 10 512 per annum
Housing Allowance : N\$ 13 944 per annum



Advertisement requirements: Six (6) year appropriate experience

Additional requirements: Preference will be given to applicants with a Grade 10 Certificate with 24 points over seven (7) subjects and a symbol E in English. A valid Code B Driver's License will be an advantage.

Job Description:

- Assist to Manage human wildlife conflict and support the provision of mitigation and preventative measures
- Assist with water provision, wild fire management and control, road maintenance in parks
- Assist with law enforcement, crime prevention, community awareness, wildlife management and monitoring
- Carry out any other related activities that may be assigned by supervisors.

Post designation	: 1 x Administrative Officer Grade 12
Number of posts	: One (1)
Duty Stations	: Rundu Regional Office
Salary Scale	: N\$ 107 753 – 129 240
Transport Allowance	: N\$ 10 512 per annum
Housing Allowance	: N\$ 13 944 per annum



Advertisement requirements: A Grade 12 Certificate (NQF Level 3), with 20 points over five (5) subjects with an E symbol in English.

Job description:

- Administrative support services to the Sub – Divisional Head of Parks and Wildlife Management
- Process the receipt of incoming and outgoing correspondence/documents, storage and retrieval of correspondence/documents
- Receiving and record stock and distributing of stock thereof
- Receipt of HWC reports and transmission to Sub – Division Head
- Take stock of all Ministerial equipment and produce reports
- Ensure all registries are updated and clearly displayed
- Respond to requests from internal customers for documents and information in accordance with the Ministry's file plan
- Provide advice on record management
- Issue receipts to clients
- Perform daily/weekly banking of state funds
- Update cash books and covering advices on a daily basis
- Compile and submit monthly reports related to revenue and tourist statistics
- Perform such other related tasks, functions and duties as may be assigned by the supervisor

Post designation : 1 x Watchman grade 15, Parks
Number of posts : one (1)
Duty station : Susuwe
Salary scale : N\$ 44 050 – N\$55 117
Transport Allowance : N\$ 871.00
Housing Allowance : N\$ 10 452.00 per annum



Advertisement requirements: Preference will be given to applicants with a Grade 10 Certificate with 24 points over seven (7) subjects and a symbol D in English.

Job description:

- Park entry and exit control including administration thereof
- Managing tourism activities and enforce park regulations
- Provide security to all government installations and equipment within the park
- Carry out any other park management related activities that may be assigned by supervisor

DIVISION: WILDLIFE PROTECTION SERVICES

Subdivision: Zambezi Region

Post designation	: Ranger Grade 11
Number of Posts	: Three (03)
Duty Stations	: 1 x Ngenda
	: 2 x Susuwe
Salary Scale	: N\$ 132 987 – N\$ 159 505
Transport allowance	: N\$ 10 512 per annum
Housing Allowance	: N\$ 13 944 per annum



Appointment requirements: A Grade 12 (or equivalent) Certificate on NQF L3 with 20 points in five (5) subjects and E symbol in English.

Additional requirements: Educational qualification in Nature Conservation or related fields and a valid code B Driver's license which is two years and older will be added as advantage.

Job description:

- Conduct law enforcement, investigation of wildlife crime, wildlife crime prevention patrols and operations
- Intelligence gathering and Informer management
- Conduct wildlife crime community awareness
- Provide supervision, administration, coordination and management of subordinates.
- Drafting, summarizing and submitting various reports as expected by the reporting system in the Division.
- Assist in the participation in wildlife surveys and monitoring
- Ensure timely submission of incidents, weekly and monthly reports.
- Assist in the implementation of the parks and neighbour policy
- Any other duties that will be assigned by the supervisor

NB!!

- Applicants must be Namibian citizens.
- Candidates with foreign obtained qualifications must attach evaluation from NQA.
- Public Servants must attach copies of confirmation of probation in their current positions.
- Non-public servants must attach proof of their employment history (testimonials) via their respective HR offices.
- All copies should be certified.
- Failure to complete all items on the application for employment form and not attaching the required documents will disqualify the applicant.

Enquiries: Mr. A. A Kannyinga, Tel: 066 -225 403 | Sirkka Ndakalako Tel: 081952 8498

Applications (Form 156043 obtainable at government offices) together with a comprehensive curriculum vitae and certified copies of educational qualifications must be submitted to:

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

Or

Hand delivery to the Sub-Division Human Resources Management, Ministry of Environment, Forestry and Tourism, Troskie Building, Corner of Robert Mugabe and Dr. Kenneth Kaunda Street, Windhoek.

Or

Hand delivery at the Ministry of Environment, Forestry & Tourism-Rundu Regional Offices.

Closing Date: 24 August 2025

