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

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Ref.: **13/18/5**  
Enquiries: Mr Samuel //Guruseb  
E-mail: [Samuel.Guruseb@opm.gov.na](mailto:Samuel.Guruseb@opm.gov.na)

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

**17 July 2025**

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

**CC: PUBLIC SERVICE COMMISSION**

**PSM CIRCULAR NO. F OF 2025**

**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 Eelu at [Pombili.Eelu@opm.gov.na](mailto:Pombili.Eelu@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.**

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

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

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

**PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025**

(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 if the situation so dictates (*vide* PSSR BVII/IX on secondment)

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

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

**General**

Candidates as well as Offices/Ministries/Agencies are advised to take cognizance of the provisions of PSSR B.II/II, especially paragraphs 2.6, 2. 7 and 2.8 of the said chapter.

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

**6. CLOSING DATE: 15 AUGUST 2025**

***Signed by Joyce W. Mukubi***

**JOYCE W. MUKUBI**

**DEPUTY EXECUTIVE DIRECTOR: DPSM**

## MANAGEMENT CADRE

### MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

#### DEPARTMENT: TOURISM, PLANNING AND ADMINISTRATION DIRECTORATE OF TOURISM AND GAMING

<b>Post designation</b>	:	Director Grade 3
<b>1xPost</b>	:	Windhoek
<b>Salary scale</b>	:	N\$554, 603 –N\$ 588, 548
<b>Housing allowance</b>	:	N\$131, 280 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital cost</b>	:	N\$94, 178 per annum
<b>Running cost</b>	:	N\$29, 455 per annum

**Advertisement requirements:** A B -Degree on NQF Level 7 in the following field: Tourism Management and Hospitality, Commerce, Economics, Business Management and Marketing, plus nine (9) years appropriate experience of which four (4) years must be at level of Deputy Director in the Public Service or Management in a Private Sector.

**Additional Requirement:** Preferences will be given to applicants with Master Degree in the following field: Tourism Management and Hospitality, Commerce, Economics, Business Management and Marketing.

#### **Job description:**

- Develop, review and implement regulatory frameworks, policies, strategies, directives and plans for national tourism, and national gaming industry.
- Conduct economic/industry impact studies and market researches, to inform policy formulation and decision-making.
- Provide support and facilitate community based and sustainable tourism development, including capacity building.
- Facilitate and coordinate tourism and gaming industry stakeholder collaboration and cooperation
- Produce annual tourism statistics and industry survey
- Produce annual gaming industry survey reports.
- Facilitate public education /awareness media communication on tourism, gambling and lottery developments.
- Oversee the administration, training and staff management of the Directorate of Tourism and Gaming.
- Provide financial management and budget control, and ensure compliance to public procurement procedures
- Coordinate external funding/support and mobilize fund for tourism development.

#### **Applicants should note the following:**

- Applicants within the public service must attach proof of confirmation of probation to their application for employment.

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- Applications with foreign qualifications must attach proof of evaluation of such qualification from the Namibia qualification authority (NQA).
- Incomplete applications and/or without the above -mentioned attachments will not be considered.

**Please note:** Only shortlisted candidates will be contacted.

Applications (form 15603 obtainable at all government offices), together with a comprehensive curriculum vitae and certified copies of educational qualifications and personal documents must be submitted to:

**Address:**

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

**Or**

**Hand delivered to: the subdivision Human Resource Management, Ministry of Environment, Forestry and Tourism, Troskie Building, corner of Robert Mugabe and Dr. Kenneth Kaunda Street, Windhoek.**

**Faxed applications will not be considered.**

**Enquiries:** Ms. Seimy Shidute at Tel: 0819528524 OR Ms. Frieda Kayoo-Mbabi at Tel: 0819528440

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## MANAGEMENT CADRE

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

#### DEPARTMENT: CIVIL REGISTRATION

#### DIRECTORATE: NATIONAL CIVIL REGISTRATION, AND DIRECTORATE: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION

<b>Post Designation</b>	:	Director Grade 3
<b>2xPosts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$554,603-N\$588,548
<b>Salary Notch</b>	:	N\$ 554,603
<b>Housing Benefit</b>	:	N\$ 131,280 per annum
<b>Motor Vehicle Allowance</b>	:	N\$123, 633 per annum
<b>Capital Cost</b>	:	N\$ N\$94, 178 per annum
<b>Running Cost</b>	:	N\$ 29, 455 per annum

#### Minimum educational and experience Requirements

- A Bachelor's degree at NQF level 7 in Public Administration/ Law/ Population and Demographics/ Statistics/ International Relations or a related field.
- Nine (09) years appropriate experience in civil registration services or a related field, with at least 5 years in a Managerial role.
- Master's degree in Public Administration, Law, International Relations, Political Science or related qualifications will serve as an advantage
- In-depth knowledge of national and international civil registration laws and policies will serves as an advantage.

**Supplementary Requirements:** Driving License code B

**Enquiries:** Ms. L Nkandi Tel: 0819510107 or Mr M Yumbo @ 0819510117

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#### DEPARTMENT: CIVIL REGISTRATION

#### DIRECTORATE: NATIONAL CIVIL REGISTRATION

#### DIVISION: KAVANGO EAST AND WEST REGIONAL OFFICES

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Rundu
<b>Salary Scale</b>	:	N\$492,567 – N\$517,836
<b>Salary Notch</b>	:	N\$ 492,567
<b>Housing Benefit</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Cost</b>	:	N\$ 83, 106 per annum
<b>Running Cost</b>	:	N\$ 27, 811 per annum

**Minimum Requirements:** An Appropriate Bachelor's Degree at NQF Level 7 in Public Administration/ Business Management/ Local government or Law/Legal Studies or Statistics or related fields plus 9 years approximate appropriate experience in Civil Registration or related fields.

### **Key performance areas**

- Assist the Director of National Population Register & National Identification Production in decision making as well as the writing of submission to the office of the Registrar General.
- Approve and sign applications for documents, that are ID's, Birth Certificates, Change of surname, etc.
- Record and identify the population i. r. o. population services approving of civil cases.
- Ensure a healthy, smooth and effective administration of the division via the heads of the sub-divisions.
- Hold periodic or ad hoc meetings in designated regions to improve efficiency.
- Determine the Department's duty roster and leave roster; and determine operational priorities and assign duties to desk officers within the Department's management plan and the officers' schedule duties.
- Supervisor and co-coordinator of the functions and activities of the Department whose main duties are to: Render and administer Laws pertaining to Civil Registration. Administer Laws regarding Births, Marriages and Deaths and Population Identifications, change of Surname.
- Direct day to day activities in area of jurisdiction.
- Responsible for personnel matters e.g. Supervision, Transfer, Leave, Performance Management.
- Responsible for the statistics of the Regional Office.
- Responsible for the planning and budgeting of the Regional Office.
- Control equipment and devices at the Regional Office.
- Serve as commissioner of oath as prescribed by law.
- Any other duties assigned.

### **Competencies required:**

- Budget preparation skills
- Project management
- Fraud examination skills & expertise
- Planning and analytical ability
- Presentation and problem solving skills
- Knowledge on how to prepare budgets and project proposals
- Should possess a high level of emotional intelligence and ability to work under pressure
- Should have ability to manage diversity and be community oriented
- Excellent communication and negotiation skills
- Strong administration and coordination skills
- Process re-engineering skills and advance
- Possess valid code BE driving license.

**Enquiries:** Ms. F.N Shilinge Tel: 0819511011

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## **DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP DIRECTORATE: IMMIGRATION AND BORDER CONTROL**

**PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025**



## **DIVISION: CENTRAL REGIONS**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517, 195 – N\$543, 728
<b>Salary Notch</b>	:	N\$ 492,567
<b>Housing Benefit</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Cost</b>	:	N\$ 83, 106 per annum
<b>Running Cost</b>	:	N\$ 27, 811 per annum

**Minimum Requirements:** Bachelor's Degree on NQF Level 7 in Immigration /Border Management or Public Administration/ Political Science/ Police Management/ Laws/Legal or International Relations/Diplomacy or Security related fields or Business Administration/Studies plus (9) years approximate appropriate experience in Immigration or related fields.

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 Evaluations. Failure to attach such 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.

**No late application will be considered. Failure to complete all items on the application form (156043) and not attaching all necessary certified documents will automatically 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**

**Private Bag 13200**

**WINDHOEK**

Or hand delivery to:

**The Human Resource Office, 9<sup>th</sup> Floor, East Wing**

**Ministry of Home Affairs, Immigration, Safety and Security**

**Corner Hosea Kutako Drive and Harvey Street,**

**Erf 6971, Windhoek North**  
**WINDHOEK**

**Enquiries:** Ms. F.N Shilinge Tel: 0819511011

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## MANAGEMENT CADRE

### MINISTRY OF URBAN AND RURAL DEVELOPMENT

#### DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES AFFAIRS

<b>Post Designation</b>	:	<b>Deputy Executive Director Grade 2</b>
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 600,319 – N\$ 637, 063
<b>Motor Vehicle allowance</b>	:	N\$ 149, 351 (Capital and Running costs)
<b>Capital Costs</b>	:	N\$116, 340 per annum
<b>Running Costs</b>	:	N\$ 33, 011 per annum
<b>Housing Benefit</b>	:	N\$ 142, 104 per annum

**Minimum requirements:** A B-Degree on NQF Level 7 with nine (9) years appropriate working experience of which five (5) years must be at senior management level (at least a Director in the Public Service) and at Public/ Private Sector should be at Senior Manager/ General Manager level or equivalent.

#### Additional requirements

- Good knowledge of national and sectoral policy, legislative and regulatory frameworks and programmes; and
- Transformational managerial and leadership skills and experience in general and particularly in public sector budgeting and financial management, capital project management, housing and human settlement policy development and implementation as well as community (urban and rural) development will be added advantages.

#### Job Description

This position and the incumbent:

- a) Reports to and is accountable to the Executive Director on the efficient and effective management and operation of the Department in general; and
- b) Is specifically responsible for ensuring:
  - i) Overall strategic leadership, management and coordination over the operations and programmes of the Department, which consists of:  
Overall strategic leadership management and coordination over the operations and programmes of the Department, which consists of:
    - The Directorate: Regional and Local Government and Traditional Authorities Coordination and
    - The Directorate: Decentralisation Coordination.
  - ii) That the Department and Directorates have developed and are implementing strategic and annual plans that are aligned to the Ministry's overall strategic and annual plans as well as national development plans

and initiatives (Vision 2030, NDPs, the Harambee Prosperity Plans, SWAPO Party Election Manifestos and Cabinet directives);

- iii) Proper coordination of and synergy between the plans and activities of the units (Directorates) of the Department as well as between the Ministry and the Sub-national Governments (Regional Councils and Local Authorities) and Traditional Authorities) as well as other O/M/As and stakeholders;
  - iv) The development of policy, legal and regulatory frameworks and instruments as well as administrative systems that are required to enable the Department to effectively perform its mandate and the implementation and administration thereof with a sense of urgency;
  - v) Adequate planning, provision and management of the financial, human and technical resources that are required to enable the Department and the Ministry to effectively perform their mandates;
  - vi) Efficiency, effectiveness, monitoring and evaluation, accountability and reporting within and by the Department as well as Sub-national governments and traditional authorities
  - vii) The development and implementation of Performance Management Systems and a High Performance Culture among others by employing or promoting set public service performance standards as well as innovative and business process re-engineering solutions within the Department in particular and the urban and rural development sector in general.
- c) Shall be a member of the Executive Management Team, the Budget Committee and other Management Committees of the Ministry; and
  - d) Shall perform any other duties or tasks assigned to him/her by the Accounting Officer.

**Areas of competency and personal attributes:**

- High emotional intelligence;
- Tested leadership and team building skills;
- Analytical and critical thinking;
- Good communication (oral and written) skills and computer literacy; and
- Familiar with trends and development in the fields of strategic management, spatial and human settlement development.

**Please note:**

- Only shortlisted candidates will be contacted and no documents will be returned
- The top candidates emerging from the final interview process will be subjected to a **Vetting**, which will be a key determining factor in the final selection.

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- Failure to complete all items on the application form for employment and to attach the necessary required/supporting documents will lead to a disqualification of the application.
- 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.
- Applicants who are outside the public service must attach proof of confirmation of employment or testimonial to their application forms.
- Application (form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

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

**Enquiries:** Dr. Wilhemine Shivute, Executive Director, Tel (061) 297 5180 and/or Mr Ericksson Hailaula, Deputy Director: Human Resources Management and Development, Tel (061) 297 5105.

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

<b>Post Designation</b>	:	Deputy Director Grade 4 <b>(RE-ADVERTISEMENT)</b>
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 517,195 – N\$ 543,728
<b>Motor Vehicle Allowance</b>	:	N\$ 110,917 per annum
<b>(Capital Cost)</b>	:	N\$ 83,106
<b>(Running Cost)</b>	:	N\$ 27,811
<b>Housing Allowance</b>	:	N\$ 121,560 per annum

**Minimum Requirements:** A Bachelor Degree on NQF Level 7 plus nine (9) years appropriate working experience.

**Supplementary requirements:** Applicant with qualifications in one of the following fields: Public Administration/ Management, Local Government Studies and/or Legal (law) or related qualification will serve as an added advantage.

**Main duties of the job:**

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- Overseeing the development, formulation and administration of legislation pertaining to Local Authorities;
- Providing and coordinating technical support and capacity building to stakeholders;
- Overseeing research and ensuring harmonised and sustainable implementation at local authorities;
- Managing a Division;
- Reviewing existing legislation;
- Ensuring adherence to national legal and procedural frameworks, and ensuring that government system proposed fits in with legislation and policies;
- Advising local authorities; and
- Providing or coordinating capacity building and overseeing compliance.

**Enquiries:** Ms. Frieda Andreas (061) 297 5286

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**DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT  
DIRECTORATE: RURAL DEVELOPMENT  
DIVISION: PLANNING, MONITORING, AND EVALUATION**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 517,195 – N\$ 543,728
<b>Motor Vehicle Allowance</b>	:	N\$ 110,917 per annum
<b>(Capital Cost)</b>	:	N\$ 83,106)
<b>(Running Cost)</b>	:	N\$ 27,811)
<b>Housing Allowance</b>	:	N\$ 121,560 per annum

**Minimum requirements:** A Bachelor Degree on NQF Level 7 plus nine (9) years appropriate working experience.

**Additional Requirements:** A recognised Bachelor's Degree on NQF Level 7 in Monitoring and Evaluation or Project Management or Population and Statistics or Social Sciences.

- A postgraduate qualification in Monitoring and Evaluation will be an added advantage.
- Applicant should be in possession of a valid Code B Driving License.

**Main duties of the job**

- Responsible for development and ensuring the effectiveness monitoring and evaluation framework for rural development in Namibia;
- Providing leadership and oversight for the development and implementation of monitoring and evaluation (M&E) systems of rural development;
- Designing, coordinating, and managing M&E activities to assess the effectiveness of rural development programmes, identify areas for improvement, and ensure accountability;

- Providing guidance and support to staff involved in M&E activities, building their capacity to conduct adequate monitoring and evaluation;
- Coordinating the preparation of various sector reports and thematic papers on rural development;
- Responsible for the production of the Annual Rural Development Review and Planning report;
- Contributing to the review of the Annual Plan, the National Strategic Plan of Rural Development and Policy reviews when required;
- Strengthening collaboration with other Government Offices, Ministries and Agencies and external partners on monitoring and evaluation issues;
- Managing and responding to audit queries about the performance of the Directorate of Rural Development;
- Preparing annual budgets and financial statements, and linking the implementation of the directorate/divisional programmes/projects to the government's budgetary cycle;
- In collaboration with Regional Councils, Local Authorities, and Traditional Authorities, support studies and research on rural development;
- Supervising, monitoring and ensuring the effective functioning and performance of the Division of Monitoring and Evaluation;
- Ensuring that all staff members of the Division have job descriptions and have signed mandatory performance agreements; and
- Performing any other functions as may be assigned from time to time by the Supervisor.

**Enquiries:** Mr. Titus Endjala, Tel: 061- 297 5225

#### **NOTES TO CANDIDATES:**

1. Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
2. Failure to complete all items on the application form for employment and to attach the necessary required/supporting documents will lead to a disqualification of the application.
3. Women and people with disabilities who meet the advertised requirements are encouraged to apply.
4. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
5. Application (form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

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

**OR**

**Hand delivered to:**

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

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## MANAGEMENT CADRE

### ERONGO REGIONAL COUNCIL

#### DIRECTORATE: INFRASTRUCTURE DEVELOPMENT DIVISION: TECHNICAL SERVICES

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Swakopmund
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Housing Allowance</b>	:	N\$ 121,560 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Cost</b>	:	N\$ 83, 106 per annum
<b>Running Cost</b>	:	N\$ 27, 811 per annum

**Minimum Requirements:** A Bachelor Degree in Engineering (Civil/Mechanical/Electrical) (NQF Level 7) with nine (9) years appropriate experience and Registered as Professional Engineer with the Engineering Council of Namibia **with four (4) years appropriate experience after registration.**

#### Key Performance Areas:

The Deputy Director will be responsible for overseeing technical and maintenance policy implementation in the region and for ensuring work is completed within the required standards of quality, cost and time.

- Establishment regional technical policies, standards and guidelines for the provision of new infrastructure and maintenance of existing structures. These should be in line with national policies, standards and guidelines.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for new infrastructure in the region.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for maintaining and executing minor renovations to existing infrastructure in the region.
- Providing, coordinating and advising on engineering inputs needed for the planning and design of the technical infrastructure.
- Facilitating the receipt of the functions/activities identified for decentralization to the subdivision from sector ministries/offices/department in accordance with the agreed upon time frame.
- Recommend applications for rezoning for submission to the Ministry of Urban and Rural Development.
- Oversee the compilation of town planning and amendment schemes in the region.
- Monitor and guide inspections of infrastructures repaired, rehabilitated or constructed.
- Monitor the conformance of town planning scheme regulations and tile conditions.
- Monitor and guide improvements to constructions, maintenance and minor renovations to infrastructure within tender guidelines.

- Oversee provision of maintenance services to all Government movable and immovable assets.
- Oversee that assistance and advice is provided to local authorities with township establishment and determination of title conditions.
- Prepare, recommend, control and account for all technical projects of Erongo Regional Council.
- Verify Payment Certificates in respect of actual performance, output of good procured or services rendered against the claims and the budget.
- Prepare, recommend, control and account for all technical projects of the Regional Council.
- Carry out any other duties as may be lawfully assigned by the Director of Development Planning, Monitoring and Evolution/Director Infrastructure Development and Chief Regional Officer.

**Applicants should note the following:**

- Applications must be accompanied by comprehensive curriculum vitae, and originally certified copies of educational qualifications, academic records/transcripts.
- Applicants within the Public Service **must attach proof of confirmation of probation** to their application for employment and those outside the Public Service **must attach confirmation of employment / testimonial (s) / certificate of service** from former and current employers in respect of work experience and current job level.
- All foreign qualifications must be accompanied by an evaluation of qualification by the Namibia Qualifications Authority (NQA).
- Applicants who only partially complete and /or do not sign application forms (latest revised) will be disqualified. Hence, applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable.
- Only shortlisted candidates will be contacted, and no personal documents will be returned.
- NB: In terms of the Affirmative Action Act, Act 29 of 1998, women and people with disabilities who meet the advertised requirements are encouraged to apply.

**Note:** No faxed or scanned documents will be accepted.

**Application forms must be submitted to:**

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

**Or Hand delivery at:**

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**Erongo Regional Council  
Human Resources Department  
Acacia Building, 461 Tobias Hainyeko Street  
Swakopmund**

**Enquiries:** Mr D Kambatuamasa 064- 4105713 and Ms M J Nicolaõ 064-4105758

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## MANAGEMENT CADRE

### KAVANGO EAST REGIONAL COUNCIL

#### DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS AND CULTURE

##### DIVISION: LIFELONG LEARNING

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1 x Post</b>	:	Rundu
<b>Salary Scale</b>	:	N\$ 517, 195- N\$ 543, 728
<b>Housing Benefit</b>	:	N\$ 121, 560 per annum
<b>Motor Vehicle Allowance</b>		
<b>Capital Cost</b>	:	N\$ 83, 106 per annum
<b>Running Cost</b>	:	N\$ 27, 811 per annum

**Appointment Requirements:** A Bachelor degree on NQF Level 7 or equivalent, majoring in Adult Education plus 9 years appropriate experience.

**Additional Requirements:** Candidate must have four (4) years appropriate experience at functional level Grade 5 or Grade 6 for job categories without Grade 5. Must have a tertiary qualification in the field of Adult Education, Library & Information Studies, Archives and Records Management, Arts/Creative Industry, Culture and Heritage Management, and experience in the field of Lifelong Learning would serve as an advantage. Sound knowledge of strategic Planning, Human Resource Management (supervision), Monitoring and Evaluation of Libraries & Information Centers, Adult Education, Open and Distance Learning, Creative/Creative Industry, Culture and Heritage Projects planning and management. Advanced ICT skills, excellent verbal and written communication skills are desirable for this position.

#### **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 should be addressed to:**

**The Regional Director**

**Directorate of Education, Innovation, Youth, Sports, Arts & Culture  
Kavango East Regional Council**

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**Private Bag 2134  
Rundu**

**Or Hand Delivery @ Kavango East Regional Office - Rundu**

**Enquiries:** Mr. G. Kudumo/ Ms. Z.S. Mbambo/ E. Kandingo/ Ms. S.M. Nangolo Tel: 066-2589000

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## OFFICE OF THE AUDITOR-GENERAL

### DIRECTORATE: ADMINISTRATION

### DIVISION: HUMAN RESOURCES

### SUB-DIVISION: LEARNING AND DEVELOPMENT

<b>Post Designation</b>	:	Chief Learning and Development Officer Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirement:** A B-Degree in Human Resources Management/ Organizational Development or related field at NQF Level 7 plus six (6) years of appropriate experience in the field of Learning and Development.

#### **Key performance areas:**

- Overall supervision of subordinates which includes controlling, guiding, monitoring, checking and verifying of work/activities of the subdivision.
- Formulate the Training and Development Policy in conjunction with the Training Committee in line with the Training Policy of the Public Service of Namibia.
- Develop and implement the Annual Training and Development Plan
- Conducting of Training and Needs Analysis (TNA)
- Facilitate and present training courses on areas of specific expertise as well as trainings of administrative/general nature, e.g. Induction, supervisory/leadership training, communication skills, customer care training, etc.
- Provide career guidance/counselling services to staff members who wish to advance their career as necessary.
- Ensure the effective implementation of internship program

#### **APPLICATION PROCEDURE:**

- Applicants must be Namibian Citizens.
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA).
- A fully completed application must be made on the prescribed form 156043 and 156093 (obtainable from any Government O/M/A) and should be accompanied by the applicant's- Curriculum vitae with comprehensive details of work related experience and exposure, Certified copies of Certificate/s of Service from previous employer/s if any, Educational qualifications, Academic records, Identity document.
- Applicants from the Public Service applying for promotion post must attach certified copy of confirmation of probation to the current post.
- Applications not complying with the above may be disqualified.
- Shortlisted candidates may be required to undergo Psychometric Test

**NB: Racially disadvantaged persons, woman and persons with disabilities are encouraged to apply.**

Applications for employment must be addressed to:

**The Deputy Auditor-General  
Office of the Auditor-General  
Private Bag 13299  
Windhoek  
Namibia**

**OR**

**Be hand delivered at:  
The Office of the Auditor-General  
123 Robert Mugabe Avenue  
Windhoek**

**Enquiries:** Mrs. Joolokeni Hamunyela; Tel: 061-285 8426 or Ms. Beatrice Mutonga; Tel: 061-2858219

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## OFFICE OF THE JUDICIARY

### DEPARTMENT: JUDICIAL MANAGEMENT DIRECTORATE: ADMINISTRATION DIVISION: SECURITY & RISK MANAGEMENT SERVICES

<b>Post designation</b>	:	Security Operation Officer Grade 8
<b>1xPost</b>	:	Windhoek
<b>Scale of salary</b>	:	N\$ 238, 825 – N\$ 285, 420
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate National Diploma in either Criminal Justice, Security Management, Correctional Services, Police Science or Military Science on NQF Level 6 or equivalent qualification.

#### **Additional requirements:**

- Two (2) years 'proven experience in Security operations;
- An appointment in this Job Category, irrespective of the functional level, is subject to vetting;
- Completed police, military, Correctional or security management basic training,
- Confirmation of probation is subjected to successful completion of the Advanced Security Awareness Training by the Namibia Central Intelligence Service (NCIS);
- General competencies namely: Results driven, service orientation, problem solving, teamwork, and collaboration, continual learning and oral communication;
- Possession of driver's licence is a prerequisite.

#### **Key accountabilities:**

- Assist Chief Security Operation Officer with the implementation of the physical security programs of the Office of the Judiciary by Nampol officers;
- Manage the performance of Security and Assistant Security Officers and execute any other duties assigned by Deputy Director /Chief Security Operation Officer.

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### DIVISION: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT SUBDIVISION: HUMAN RESOURCE MANAGEMENT

<b>Post designation</b>	:	Human Resource Practitioner Grade 8
<b>1xPost</b>	:	Windhoek
<b>Scale of salary</b>	:	N\$ 238, 825 – N\$ 285, 420
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** A National Diploma majoring in Human Resource on NQF Level 6.



**Additional requirements:** An appropriate Bachelor's Degree majoring in Human Resources (or equivalent qualification) on NQF Level 7 with 2 years' experience.

**Key accountabilities:**

- To conduct recruitment and selection processes;
- To administer conditions of service and employee benefits;
- To attend to employee grievances and misconduct;
- To process employee leave records;
- To advise staff members on HR processes and systems;
- To assist line supervisors with performance agreements and assessments;
- To conduct induction of new employees; and
- To execute any other duties assigned by the supervisor or any other authorized person.

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**DEPARTMENT: JUDICIAL MANAGEMENT  
DIRECTORATE: ADMINISTRATION  
DIVISION: INFORMATION TECHNOLOGY**

<b>Post designation</b>	:	Analyst Programmer Grade 9
<b>1xPost</b>	:	Windhoek
<b>Scale of salary</b>	:	N\$ 195, 216 – N\$ 234, 144
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** A B-Degree in Information and Technology, Business Computing or Software Development on NQF Level 7 or equivalent qualification plus **one (1) years proven experience** in Information and Technology, Business Computing or Software Development.

**Additional Requirements:**

- Extensive hands-on knowledge of systems implemented as part of Central Government initiative(s);
- A very high level of integrity, flexibility and initiative;
- Proven problem-solving ability ; and
- Valid driver's License with at **least one (1) years** driving experience.

**Key Accountability:**

- Preference will be given to candidates with programming experience including understanding of data structures, data encoding, operating systems and synchronization techniques;
- Analyze, design, modify, test, and implement new and existing systems to resolve problems based on the requirements of the office;
- Good knowledge of the SDLC processes and methodologies;
- Strong proficiency in programming languages such as Java, C#, or Python;
- Control and manage relational database management systems (e.g. SQL, NoSQL) and proficiency in MySQL and PostgreSQL;

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- Familiarity with content management systems such as Wordpress, or Joomla
- Design and maintain various websites, portals, and PWA's using web development technologies such as Angular, Nestjs Frameworks, and Laravel;
- Proficiency in building Frontend and Backend API Components in conjunction with the MVC design pattern;
- Familiarity with version control systems and other project management technics and collaboration;
- Skills in web design and development with expertise in JavaScript, JWT, and PHP
- Providing front-line support to end users regarding systems;
- Demonstrate problem-solving abilities in technical environments;
- Support the functions of the Senior Analyst Programmer and Chief System Administrator; and
- Execute any other duties assigned by the Deputy Director or any other authorized person.

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<b>Post designation</b>	:	Chief Computer Technician Grade 9
<b>1xPost</b>	:	Windhoek
<b>Scale of salary</b>	:	N\$ 195, 216 – N\$ 234, 144
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** A National Diploma or equivalent qualification in Information Technology on NQF Level 6 with **one (1) years proven experience** in Information Technology.

**Additional Requirements:**

- Basic knowledge of video conferencing;
- Valid driver's license with at least **one (1) years** driving experience.

**Key Accountability:**

- Ensure day to day smooth running of IT Help Desk;
- Supervise all Computer Technicians and ensure that work is completed on time and correctly;
- Provide User support on a daily basis as per calls logged with helpdesk;
- Ensure the implementation of performance management system for Technicians
- Join computers to the network and ensuring that they are in good working condition;
- Develop audit test programs to check compliance; Install all system applications and ensuring that the latest updates are made available to the users;
- Installing of computers, connect computers in a network and sets up peripheral equipment, hardware components and allied devices;
- Attend to ad hoc daily user support via telephone or in person;
- Check performance-related issues and network support problems, respond to complaints and queries;
- Provides technical advice, and solve employees' technical problems by phone or in person;
- Maintain IT Asset Register;

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- Keep records of maintenance work and repairs;
- Train users on new software packages and systems;
- Initiate and facilitate IT related procurement needs
- Install and configure computers and internet security software, and troubleshoot helpdesk and internet connectivity issues;
- Fix and repair computers, printers and other hardware; and
- Audio/Video systems administration and troubleshooting.
- Execute any other duties assigned by the Deputy Director or any other authorized person.

**APPLICANTS SHOULD NOTE THE FOLLOWING:**

- Applicants within the Public Service **must** attach proof of confirmation of probation to their application forms for employment;
- Applicants with foreign qualifications **must** attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- The activities of the Office of the Judiciary are sensitive and of strategic importance, thus candidate must be aware that a security clearance in respect of shortlisted candidates may be required at any time and their co-operation in that regard will be expected;
- Applicants who only partially complete and /or do not sign application forms, or who do not attach originally certified documents such as Identity Documents, Qualifications and CVs will be disqualified. Hence applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable; and
- Please note all documentation **must** be originally certified and **must** be attached to the application form.

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

**Please further note:**

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

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

**Enquiries:** Mesdames Aletta F. Emvula, Tel: 061- 435 3603, Lea NN Shatoolwa, Tel: 061- 435 3605, Rosalia Hangula Tel: 061 435 3577, Fredrika Shipatuleni Tel: 061 435 3576

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

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

**OR**

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

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## MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

### DIRECTORATE OF VETERINARY SERVICES

#### DIVISION: ANIMAL DISEASE CONTROL (NORTH EAST SUB DIVISION)

<b>Post Designation</b>	:	Animal Health Technician Grade 9
<b>1xPost</b>	:	Mukwe
<b>Scale of Salary</b>	:	N\$ 195, 216 – N\$ 234, 144
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** A National Diploma in Animal Health OR Agriculture majoring in animal health on NQF Level 6. Candidates must have a proof of registration with Namibian Veterinary Council (NVC) as a Veterinary Para- Professional or Veterinary Health Technician.

#### Main Duties

- Involved at operational level in rendering of animal health care and extension services
- Provision of support services to Veterinarians
- Monitoring and surveillance of animal diseases including residues, animal feeds for ruminant proteins etc
- Controlling of animal movements in accordance with set requirements and standards for the export and import of animals and animal products.
- Conduct inspections and supervise livestock auctions
- Plan and execute community visits according to standard operation protocols
- Plan and execute animal vaccination programs

**Enquiries:** Dr. T. Shuro OR Dr. L. Amushila at (066) 255016.

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### DIRECTORATE OF VETERINARY SERVICES

#### DIVISION: DIAGNOSTIC SERVICES AND RESEARCH

#### SUBDIVISION: FOOD SCIENCE

#### SECTION: VETERINARY TOXICOLOGY

<b>Post Designation</b>	:	Chief Veterinary Technician Grade 7
<b>1xPost</b>	:	Central Veterinary Laboratory, Windhoek
<b>Salary Scale</b>	:	N\$ 291,128 – N\$ 347, 926
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** A National Diploma in Agriculture OR Biological Sciences OR Quality Management or equivalent qualification on NQF Level 6. A minimum of four (4) years relevant work experience as a Senior Laboratory Technician OR Quality Management Officer.

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**Preferences** will be given to candidates with Bachelor Degree in Agriculture OR Biological Sciences OR Quality Management and a sound analytical and numeracy skills and working knowledge of Microsoft Office. Experience on Laboratory Quality Management System based on the ISO/IEC 17025-2017 standard and internal auditing requirements will be an added advantage.

**Responsibilities:** Development, implementation and maintenance of Quality Management Systems to ensure all relevant requirements in accordance with the requirements of regulatory, international market directives on export, SADCAS/SANAS, WOA, FSIS, and ISO/IEC 17025 are met and best practices are achieved. Ensure that all quality assurance activities, health and safety aspects are incorporated into the functions of the laboratory. Act as the link between clients, inspection/accreditation bodies and Central Veterinary Laboratory.

**Enquiries:** Dr Juliet Kabajani; Tel: (061) 237684

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**DIRECTORATE OF VETERINARY SERVICES  
DIVISION: DIAGNOSTIC SERVICES AND RESEARCH  
SUBDIVISION: FOOD SCIENCE  
SECTION: VETERINARY DRUG RESIDUE ANALYSIS**

<b>Post designation</b>	:	Senior Veterinary Technician Grade 8
<b>1xPost</b>	:	Central Veterinary Laboratory, Windhoek
<b>Salary Scale</b>	:	N\$ 238, 825 – N\$ 285, 420
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate National Diploma in Agriculture OR Food Science OR Chemistry OR Biochemistry on NQF Level 6 plus a minimum of three (3) years relevant work experience in a Chemistry laboratory and sound knowledge of a Laboratory Quality Management System based on the ISO 17025: 2017 standard requirements.

**Preferences** will be given to candidates with a Bachelors' Degree in Food Science OR Chemistry or Biochemistry OR a Degree in Biological Sciences on NQF Level 7.

**Responsibilities:** The candidate will be expected to perform toxicological and chemical residue analyses, reagent preparation as well as laboratory quality control related activities as per ISO 17025: 2017 standard requirements. The appointed individual will oversee, lead, and, when needed, provide training to Technicians and Technical Assistants within the section. Responsibilities will include conducting sample extraction, analysing, verifying, and interpreting routine test results. Moreover, the candidate will be responsible for instrumental analyses based on LCMSMS, GCMS, ICPMS and ELISA among other modern analytical technologies, while ensuring implementation and adherence to quality control protocols in accordance with ISO

17025 standards and other international standards. The candidate will also participate in method verification and validation processes.

**Enquiries:** Dr. K Tjiroze or Mrs. E Hilundutah or Mr. L lipumbu; Tel: (061) 237684

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**DIRECTORATE OF VETERINARY SERVICES  
DIVISION: DIAGNOSTIC SERVICES AND RESEARCH  
SUBDIVISION: BIOTECHNOLOGY  
SECTION: MOLECULAR DIAGNOSTICS (BIOTECHNOLOGY)**

<b>Post Designation</b>	:	Senior Veterinary Technician Grade 8
<b>1xPost</b>	:	Central Veterinary Laboratory, Windhoek
<b>Salary Scale</b>	:	N\$ 238, 825 – N\$ 285, 420
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate National Diploma in Biotechnology OR Microbiology on NQF Level 6 plus a minimum of three (3) years relevant working experience in a Biotechnology laboratory. A sound knowledge of a Laboratory Quality Management System based on the ISO/IEC 17025:2017 standard requirements.

**Preference** will be given to candidates with a Bachelor of Science Degree in Genetics OR Biotechnology OR Biological Sciences on NQF level 7.

**Responsibilities:** The candidate will be expected to perform PCR related analysis, as well as laboratory quality control related activities as per ISO/IEC 17025:2017 standard requirements. The appointed individual will oversee, lead, and, when needed, provide training to Technicians and Technical Assistants within the section. Responsibilities will include conducting DNA and RNA extraction, PCR analysis, electrophoresis and interpreting test results. Moreover, the candidate will be responsible for ensuring implementation and adherence to quality control protocols in accordance with ISO/IEC 17025: 2017 standards. The candidate will also participate in method verification and validation processes.

**Enquiries:** Dr Ellini Hamunyela or Dr Josephina Kambode; Tel: (061) 237684

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**DIRECTORATE OF VETERINARY SERVICES  
DIVISION: DIAGNOSTIC SERVICES AND RESEARCH  
SUBDIVISION: DIAGNOSTIC SERVICES  
SECTION: ONDANGWA LABORATORY**

<b>Post Designation</b>	:	Veterinary Technician Grade 9
<b>1xPost</b>	:	Ondangwa
<b>Salary Scale</b>	:	N\$ 195, 216 – N\$ 234, 144

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**Housing Allowance** : N\$ 13, 944 per annum  
**Transport Allowance** : N\$ 10,512 per annum

**Minimum requirement:** A National Diploma in Animal Health OR Animal Science OR Agriculture on NQF Level 6.

**Preference** will be given to candidates with a Bachelor's degree in Animal Health OR Animal Science OR Agriculture on NQF Level 7 and sound knowledge of a Laboratory Quality Management System based on the ISO/IEC 17025-2017 standard requirements will be an added advantage.

**Responsibilities:** The incumbent will be expected to assist with post-mortem examination, will be required to perform rabies testing, parasite identification, reagent preparation and conduct stock control of critical materials and supplies. The incumbent will be responsible for ensuring implementation and adherence to quality control protocols in accordance with ISO/IEC 17025 standards and good laboratory practices

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

**Enquiries:** Dr. Phillip Shilongo; Tel: 065-240833

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**DIRECTORATE OF VETERINARY SERVICES  
DIVISION: DIAGNOSTIC SERVICES AND RESEARCH  
SUBDIVISION: Food Sciences  
SECTION: FOOD HYGIENE**

**Post designation** : Veterinary Technician Grade 9  
**1xPost** : Central Veterinary Laboratory, Windhoek  
**Salary Scale** : N\$195, 216 – N\$ 234, 144  
**Housing Allowance** : N\$ 13, 944 per annum  
**Transport Allowance** : N\$ 10,512 per annum

**Minimum requirement:** An appropriate National Diploma in Agriculture OR Food Science OR Microbiology OR Biological Sciences on NQF Level 6.

**Preference** will be given to candidates with a Bachelor Degree in Food Science OR Microbiology OR Biological Sciences on NQF Level 7 and a sound knowledge of a Laboratory Quality Management System based on the ISO/IEC 17025: 2017 standard requirements.

**Responsibilities:** The candidate will be expected to perform microbial analysis, media and reagent preparation as well as laboratory quality control related activities as per ISO/IEC 17025: 2017 Standard requirements

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

**Enquiries:** Dr. N. M. Mlutji; Tel: 061- 237684

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**DIRECTORATE OF VETERINARY SERVICES**  
**DIVISION: EPIDEMIOLOGY, IMPORT/EXPORT CONTROL, ADVISORY SERVICES AND**  
**TRACEABILITY**

<b>Post Designation</b>	:	Veterinarian Grade 6
<b>1xPost</b>	:	Walvis Bay Harbor
<b>Salary Scale</b>	:	N\$ 407, 649 – N\$ 468, 260 (P)
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Capital Costs</b>	:	N\$ 60, 943 per annum
<b>Running Costs</b>	:	N\$ 24, 120 per annum
<b>Fixed Overtime Allowance:</b>		N\$131, 386 per annum

**Minimum requirements:** A Bachelor in Veterinary Science on NQF Level 8. Candidate must be registered unconditionally as a Veterinarian with the Namibian Veterinary Council (NVC). The candidate must be in possession of a valid driver's license.

**Competences required:**

The candidate is expected to have an understanding and knowledge of animal disease control and prevention through import and export control, be able to carry out sanitary import risk analysis, veterinary import and export inspection and make science-based recommendations and or decisions. The candidate should be able to demonstrate an average knowledge of sanitary and phytosanitary agreement and World Organisation of Animal Health disease control measures.

**Enquiries:** Dr. Vistorina Benhard: Tel: 061 208 7890

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**DIRECTORATE OF VETERINARY SERVICES**  
**DIVISION: EPIDEMIOLOGY, IMPORT/EXPORT CONTROL, ADVISORY SERVICES AND**  
**TRACEABILITY**

**SUBDIVISION: EPIDEMIOLOGY, IMPORTS AND EXPORT**  
**SECTION: EPIDEMIOLOGY AND SURVEILLANCE**

<b>Post Designation</b>	:	Veterinary Technician Grade 9
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 195, 216 –N\$ 234, 144
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** An appropriate National Diploma in Agriculture on NQF Level 6. The candidate must be in possession of a valid driving licence.

**Preference** will be given to candidates with a Bachelor Degree in Agriculture on NQF level 7.

**Competencies required:** The candidate is expected to have an understanding and knowledge of animal Health Information System. Computer skills and knowledge in report writing is necessary.

**Enquiries:** Dr. Emmanuel Hikufe: Tel: 061 208 7890

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**DIRECTORATE OF VETERINARY SERVICES**  
**DIVISION: EPIDEMIOLOGY, IMPORT/EXPORT CONTROL, ADVISORY SERVICES AND**  
**TRACEABILITY**  
**SUBDIVISION: EPIDEMIOLOGY, IMPORTS AND EXPORT**  
**SECTION: IMPORTS AND EXPORT CONTROL**

<b>Post Designation</b>	:	Senior Agricultural Inspector Grade 9
<b>4xPosts</b>	:	Ngoma, Katima and Muhembo Border Posts and Hose Kutako Airport
<b>Salary Scale</b>	:	N\$ 195,216 – N\$ 234, 144
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** An appropriate National Diploma in Agriculture OR Animal Health on NQF Level 6 plus two (2) years' experience in animal disease control and an additional one (1) year experience in import and export border control. The candidate must be in possession of a valid driving licence.

**Preference** will be given to candidates with a Bachelor Degree in Agriculture OR Animal Health on NQF level 7.

**Competencies required:** The candidate is expected to have an understanding and knowledge of animal disease control and prevention through import and export requirements at the border posts. Adequate experience at supervisory level will be an added advantage.

**Enquiries:** Dr. Vistorina Benhard: Tel: 061 208 7890

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**DIRECTORATE OF VETERINARY SERVICES**  
**DIVISION: EPIDEMIOLOGY, IMPORT/EXPORT CONTROL, ADVISORY SERVICES AND**  
**TRACEABILITY**  
**SUBDIVISION: EPIDEMIOLOGY, IMPORTS AND EXPORT**  
**SECTION: IMPORTS AND EXPORT CONTROL**

<b>Post Designation</b>	:	Agricultural Inspector Grade 10
<b>6xPosts</b>	:	2xTranskalahari (Buitepost), Dobe, Swaartbooi Drift and Kasamane Border posts and Eros Airport
<b>Salary Scale</b>	:	N\$ 159, 505 – N\$ 191, 312
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum

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**Transport Allowance** : N\$ 10,512 per annum

**Minimum requirements:** An appropriate National Diploma in Agriculture OR Animal Health on NQF Level 6. The candidate must be in possession of a valid driving licence.

**Additional requirements:** A Bachelor Degree in Agriculture OR Animal Health on NQF level 7 will be an added advantage.

**Competencies required:** The candidate is expected to have an understanding and knowledge of animal disease control and prevention through import and export requirements at the border posts will be an added advantage. Computer skills and knowledge in report writing is necessary.

**Enquiries:** Dr. Vistorina Benhard: Tel: 061 208 7890

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**DIRECTORATE OF VETERINARY SERVICES  
DIVISION: ANIMAL DISEASE CONTROL SOUTH  
SUBDIVISION: ANIMAL DISEASE CONTROL CENTRAL**

<b>Post Designation</b>	:	Senior Animal Health Technician Grade 8
<b>2xPosts</b>	:	Omaruru and Windhoek
<b>Salary Scale</b>	:	N\$ 238, 825 – N\$ 285, 420
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate National Diploma in Agriculture OR Animal Health NQF level 6 plus six (6) years appropriate experience in Animal Health or Livestock production or animal disease control and surveillance programs, and any other Veterinary Services related experience. The candidate must be registered with the Namibian Veterinary Council as an Animal Health Technician or Veterinary Technician. Candidate must be in position of a valid Driver's License.

**Competencies required:**

- Computer literacy
- Good knowledge of DVS protocols, Contingency Plans and animal health legislations.
- Good leadership and management skills (must be able to apply rules and regulations; not be afraid to take responsibility).
- Inter-personal skills (liaison skills - be able to communicate with farmers, Animal Health Technicians as well as his/her superiors).
- Self-motivated.

**Main duties:**

To provide technical and operational services with respect to animal disease prevention, control, surveillance and monitoring programmes & activities in the assigned section/sub-section. Enforcement of all relevant veterinary legislations in the assigned sub-section. To offer veterinary extension training services to farmers. Supervisory duties over sub-ordinates.

**Enquiries:** Dr. N. Haindongo at TEL: (061) 208 7541

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**DIRECTORATE OF VETERINARY SERVICES  
DIVISION: ANIMAL DISEASE CONTROL SOUTH**

<b>Post Designation</b>	:	Animal Health Technician Grade 9
<b>3xPosts</b>	:	Okakarara, WalvisBay & Outjo
<b>Salary Scale</b>	:	N\$195, 216 – N\$ 234, 144
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** An appropriate National Diploma in Animal Health OR Agriculture or Animal Husbandry (Science) NQF level 6 majoring in animal health. Candidate must be registered with the Veterinary Council of Namibia as an Animal Health Technician. Candidate must be in position of a valid driving license.

**Competencies required:**

- Computer literacy
- Good knowledge of DVS protocols, Contingency Plans and animal health legislation
- Inter-personal skills

**Nature and scope of work:**

To provide technical and operational services with respect to animal disease prevention, control, surveillance and monitoring programmes & activities in the assigned section/sub-section. Enforcement of all relevant veterinary legislations in the assigned sub-section. To offer veterinary extension training services to farmers.

**Enquiries:** Dr. N. Haindongo at TEL: (061) 208 7541

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**DIRECTORATE OF VETERINARY SERVICES  
DIVISION: ANIMAL DISEASE CONTROL SOUTH  
SUBDIVISION: ANIMAL DISEASE CONTROL CENTRAL**

<b>Post Designation</b>	:	Veterinary Technician Grade 9
<b>1xPost</b>	:	Windhoek
<b>salary scale</b>	:	N\$195, 216 – N\$ 234, 144
<b>housing allowance</b>	:	N\$ 13, 944 per annum
<b>transport allowance</b>	:	N\$ 10,512 per annum

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15  
AUGUST 2025

**Minimum requirements:** An appropriate National Diploma in Animal Health **OR** Agriculture on NQF level 6. Candidate must be in position of a valid driving license.

**Preference** will be given to candidates with a Bachelor Degree Animal Health OR Agriculture on NQF level 7.

**Competencies required:**

- Computer literacy
- Inter-personal skills
- Namibia Livestock Identification and Traceability System (NamLITS) knowledge.

**Nature and scope of work:**

To provide technical and operational services with respect to NamLITS. To supervise imports of various veterinary products at different retailer shops in the district. To offer NamLITS related training to farmers.

**Enquiries:** Dr. N. Haindongo at TEL: (061) 208 7541

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**DIRECTORATE OF VETERINARY SERVICES  
DIVISION: VETERINARY PUBLIC HEALTH  
SUBDIVISION: VETERINARY PUBLIC HEALTH (LOCAL MARKET)**

<b>Post Designation</b>	:	Control Veterinary Hygiene Inspector Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 354, 883 – N\$ 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate Diploma in Environmental Health OR Meat Hygiene OR Meat Technology on NQF Level 6 plus a minimum of five (5) years in veterinary public health.

**Preference** will be given to candidates with Bachelor Degree in Environmental Health OR Meat Hygiene OR Meat Technology on NQF level 7.

**Main responsibilities:**

The Control Veterinary Hygiene Inspector is responsible at managerial, operational and administrative level in the designated state veterinary offices assigned to him/her. The Control Veterinary Hygiene Inspector is responsible for supervision, training and control of Chief Veterinary Hygiene Inspectors at designated establishments, in executing their duties / instructions / responsibilities as covered by circulars/treasury instructions/legislation with reference to the veterinary profession, residues monitoring, hygiene control and food safety, management of staff members and their training.

The Control Veterinary Hygiene Inspector reports to the Chief Veterinarian in the Division of Veterinary Public Health.

**Enquiries:** Dr. Fidelis Kandongo Tel: 061 208 7547

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**DIRECTORATE OF VETERINARY SERVICES  
DIVISION: VETERINARY PUBLIC HEALTH  
SUBDIVISION: VETERINARY PUBLIC HEALTH (EXPORT MARKET)**

<b>Post Designation</b>	:	Chief Veterinary Hygiene Inspector Grade 7
<b>1xPost</b>	:	Oshakati Eloo Abattoir
<b>Salary Scale</b>	:	N\$ 291, 128 – N\$ 347, 926
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** A National Diploma in Environmental Health OR Meat Technology OR Meat Technician on NQF Level 6 plus a minimum of three (3) years appropriate experience in abattoirs as a Senior Veterinary Hygiene Inspector Grade 7 or equivalent level.

**Preference** will be given to candidates with Bachelor Degree in Environmental Health OR Meat Technology OR Meat Technician on NQF level 7.

**Main responsibilities:**

The incumbent will be responsible for supervision of veterinary hygiene officials and ensure task execution is efficient; verify compliance with hygiene and food safety management system requirements; monitoring adherence to good Manufacturing Practices (GMP) during slaughter and deboning as well as administrative duties.

**Enquiries:** Dr. Fidelis Kandongo Tel: 061 208 7547

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**DIRECTORATE OF VETERINARY SERVICES  
DIVISION: VETERINARY PUBLIC HEALTH  
SECTION: BRUKKAROS MEAT PROCESSORS**

<b>Post Designation</b>	:	Senior Veterinary Hygiene Inspector Grade 7
<b>1xPost</b>	:	Brukaros Abattoir (Keetmanshoop)
<b>Salary Scale</b>	:	N\$ 263, 683 – N\$ 296, 950 (P)
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** A National Diploma in Meat Technician OR Public Health OR Environmental Health on NQF Level 6 plus a minimum of three (3) years appropriate experience in abattoirs.

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**Preference** will be given to candidates with Meat Technician OR Public Health OR Environmental Health on NQF level 7.

**Main responsibilities:**

The incumbent will be responsible for supervision of veterinary hygiene officials to ensure task execution is efficient; verify compliance with hygiene and food safety management system requirements; monitoring adherence to good Manufacturing Practices (GMP) during slaughter and deboning as well as administrative duties.

**Enquiries:** Dr. Fidelis Kandongo at Tel: 061 208 7547

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**DIRECTORATE OF VETERINARY SERVICES  
DIVISION: VETERINARY PUBLIC HEALTH  
SUBDIVISION: VETERINARY PUBLIC HEALTH (EXPORT MARKET)**

<b>Post Designation</b>	:	Veterinary Hygiene Inspector Grade 9
<b>3xPosts</b>	:	Windhoek, Okahandja and Brukaros Abattoirs
<b>Salary Scale</b>	:	N\$238, 825 – N\$ 268, 957 (P)
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum <b>T</b>
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** A National Diploma in Environmental Health OR Meat Technology OR Meat Technician on NQF Level 6 plus a minimum of two (2) years appropriate experience in abattoirs.

**Preference** will be given to candidates with Bachelor Degree Environmental Health OR Meat Technology OR Meat Technician on NQF level 7.

**Main responsibilities:**

The incumbent will be responsible for supervision of SVHIs to ensure task execution is efficient; verify compliance with hygiene and food safety management system requirements; monitoring adherence to good Manufacturing Practices (GMP) during slaughter and deboning as well as administrative duties.

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**DIRECTORATE OF VETERINARY SERVICES  
DIVISION: VETERINARY PUBLIC HEALTH  
SUBDIVISION: VETERINARY PUBLIC HEALTH (EXPORT MARKET)**

<b>Post Designation</b>	:	Assistant Veterinary Hygiene Inspector Grade 13
<b>2xPosts</b>	:	Brukaros Abattoirs
<b>Salary Scale</b>	:	N\$114, 487 – N\$ 14, 181 (P)
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>TTransport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** A Grade 12 Certificate on NQF level 3 with a minimum of twenty (20) points in five (5) highest subjects and an E Symbol in English.

**Main duties:**

- Inspection of carcasses and organs of slaughtered animals (cattle, sheep, game) to determine suitability for human consumption.
- Keeping a record of abnormalities and conditions identified during meat inspection (including records of condemned carcasses and offal)
- Regular inspection of the working environment to ensure hygienic slaughter and production of meat.
- Any other duties as assigned by the supervisor.

**Enquiries:** Dr. Fidelis Kandongo at Tel: 061 208 7547

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**DIRECTORATE OF AGRICULTURAL PRODUCTION, EXTENSION AND ENGINEERING SERVICES**

**DIVISION: PLANT HEALTH**

**SUBDIVISION: AGRICULTURAL INPUT**

**SECTION: PESTICIDES AND FERTILIZERS**

<b>Post Designation</b>	:	Agricultural Scientific Officer Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 238, 825 – N\$ 285, 420
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate Bachelor of Science Degree in Agriculture ((Honours) majoring in Crop Production OR Crop Science OR Agronomy on NQF level 8. The applicant must be in possession of a valid driving licence.

**Competencies required:** The candidate must be familiar with Acts and regulations relevant to agricultural inputs. Facilitate compliance Inspections of agricultural inputs, establishment, products, licensing and pest control operations.

A full job description will be available upon request.

**Enquiries:** Ms. Violet Simataa at 061 208 7527

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**DIRECTORATE OF RESEARCH AND DEVELOPMENT  
DIVISION: LIVESTOCK RESEARCH AND PRODUCTION**

**SUBDIVISION: Large Stock**

<b>Post Designation</b>	:	Agricultural Technician Grade 9
<b>1xPost</b>	:	Sandveld Research Station
<b>Salary Scale</b>	:	N\$195, 216 – N\$ 234, 144
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum

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**Transport Allowance** : N\$ 10,512 per annum

**Minimum requirements:** An appropriate National Diploma in Agriculture on NQF level 6 OR a two (2) years tertiary standardized Agricultural Diploma plus two (2) years appropriate experience in agricultural related field. The candidates must be computer literate and must be in possession of a valid driving licence.

**Preference** will be given to candidates with a Bachelor Degree Agriculture on NQF level 7.

**Recommendation:** Applicant must be able to reside full time at the station for the execution of duties and be able to assist with implementation and supervision of research trials. Good knowledge of livestock and pasture management and adult education and non- formal training will be an added advantage.

**Main duties**

- Assist Agricultural Scientific Officers in a systematic data collection for research trials
- Observe and take certain measurements on animals and related research materials
- Collect data's and draw up reports
- Update all relevant livestock registers
- Manage the livestock on research station and livestock related activities, such as mating, calving, handling of calves etc.
- Manage registers concerning materials and suppliers

**Enquiries:** Mr. Gerson Tjimbundu at 062 568014

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**DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION**  
**DIVISION: RURAL WATER SUPPLY AND SANITATION COORDINATION NORTH – EASTERN**  
**REGIONS**  
**SUBDIVISION: RURAL WATER SUPPLY AND SANITATION - ZAMBEZI REGION**  
**SECTION: MAINTENANCE**

**Post Designation** : Chief Artisan Foreman Grade 7  
**1xPost** : Katima Mulilo  
**Salary Scale** : N\$ 291, 128 – N\$ 347, 926  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Minimum requirements:** An appropriate Trade Diploma in Mechanical OR Electrical OR Civil Engineering on Level 3 issued in terms of existing legislation plus five (5) years appropriate experience of which two (2) years should be at a level of Senior Artisan Foreman Grade 8.

**Main responsibilities:**

- The Chief Artisan Foreman is responsible for the compilation of sectional development plans, projects and programs as well as efficient and effective monitoring and evaluation of development projects and programs at sub divisional level.
- Maintaining standards and guidelines of water supply and sanitation infrastructure.
- Ensuring that all existing infrastructure are maintained and repaired.
- Provide guidance to Senior Artisan Foreman for the execution of the contractual works in support of infrastructure development and ensure the sustainable development of water supply infrastructure.
- Managing of fleet, equipment, budget allocation, administration and human resource of the maintenance section at the sub divisional office.
- The incumbent must be familiar with and be able to guide others in the Water Act of 2013, Water Supply and Sanitation Policy of 2008, CBM Policy, NWRMR White Paper, the Decentralization Policy, the Public Service Staff Rules, the Public Service Act, the State Finance Act, Treasury Instructions, and Tender Board Regulations.

**Enquiries:** Ms. Betty M. Muyatwa at 066 253323 / 081 1563980

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**DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION  
SUBDIVISIONS: WATER SUPPLY AND SANITATION (HARDAP REGION) AND WATER  
SUPPLY (ERONGO REGION)**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>2xPosts</b>	:	Mariental and Karibib
<b>Salary Scale</b>	:	N\$ 354, 883 – N\$ 424, 119
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate National Diploma in Business Administration **OR** Office Administration **OR** Public Management on NQF Level 6 plus five (5) years appropriate experience in administration.

**Preference** will be given to candidates with a Business Administration **OR** Office Administration **OR** Public Management on NQF level 7.

**Main responsibilities:**

- Interpret and oversee the implementation of Water Supply and Sanitation Policy.
- Interpret and oversee the implementation of Community Based Management (CBM) implementation.
- Interpret and oversee the implementation of National Sanitation and Hygiene and Open Defecation Free Communication Strategies.
- Ensure monitoring of contractors on technical construction, installation, repairs, and rehabilitation.
- Manage and control the sub-divisional fleet, materials, tools, equipment, and the maintenance of office buildings of the Directorate.
- Manage and control the Water Supply Sanitation and Hygiene Information System (WSSHIS)
- Ensure that vehicle accident/loss reports are recommended and submitted.
- Liaise with Plant and Fleet expenditure on fuelling and maintenance.
- Ensure that repair work and services of GRN vehicles are inspected.
- Ensure verification of monthly transport cost charged by service providers.
- Monitor and evaluate all procurement expenditure.
- Interpret and advise administrative staff on legislation and prescriptions regarding procurement administration.
- Coordinate procurement with sectional heads, Procurement Management Unit (PMU), Head Office and Regional Council.

**Enquiries:** Ms Lydia E. Kuutondokwa- Chief Human Resource Practitioner at 061 208 7453

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#### **DIVISION: SECURITY AND RISK MANAGEMENT SERVICES**

<b>Post Designation</b>	:	Chief Security Operations Officer Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 354, 883 – N\$ 424, 119
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate National Diploma in Security Management **OR** Police Science **OR** Correctional Service **OR** Military Science on NQF level 6 plus six (6) years proven experience in security operations. All applicants must have a valid driving licence.

**Additional requirements:** An appointment in this job category, irrespective of the functional level is subjected to security vetting. All applicants should have completed Police **OR** Military **OR** Correctional Services **OR** Security Management basic training.

#### **Main duties:**

- Perform and supervise daily security operations to protect ministry asset,
- PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025**

- Develop and implement security policies, access control, surveillance measures in alignment with the ministry established protocols
- Conduct background checks, supervise cleared personnel and do vetting
- Oversee and manage the performance of Senior Security Operations Officers , Security Operations Officers and Security Operations Assistants
- Provide expert advice, guidance and support to managers, supervisors and general staff members.
- Oversee the deployment and performance of contacted security services providers

**Enquiries:** Ms. Martha Hainuka 061 208 7933

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### **DIVISION: SECURITY AND RISK MANAGEMENT SERVICES**

<b>Post Designation</b>	:	Senior Security Operations Officer Grade 7
<b>1xPost</b>	:	Windhoek
<b>Salary scale</b>	:	N\$ 291, 128 – N\$ 347, 926
<b>Housing allowance</b>	:	N\$ 17,424 per annum
<b>Transport allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate National Diploma in Criminal Justice OR Security Management OR Correctional Service OR Military Science on NQF level 6 plus five (5) years proven experience in security operations. Applicants must have a valid driving licence.

**Additional requirements:** An appointment in this job category, irrespective of the functional level is subjected to security vetting. All applicants should have completed Police OR Military OR Correctional Services OR Security Management basic training.

**Main duties:**

- Manage the performance of Security Operation Officers and Security Operations Assistants
- Execute any other duties assigned by the Chief Security Operation Officer
- Contribute to the overall security enhancement programme and enforce security protocols
- Collaborate with Security Law agencies to maintain a robust security posture
- Conduct threat or risk assessments and provide expert advice to the Chief Security Operation Officer to enhance security and deploy mitigating factors
- To organize, supervise and ensure the Ministry contacted Security Service providers are performing as per the Ministry requirements.

**Enquiries:** Ms. Martha Hainuka 061 208 7933

**DIRECTORATE OF GENERAL SERVICES**  
**DIVISION: FINANCE**  
**SUBDIVISION: SALARIES, REVENUE, RECONCILIATION AND DEBT MANAGEMENT**  
**SECTION: REVENUE**

**Post Designation** : Senior Accountant Grade 7  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 291, 128 – N\$ 347, 926  
**Housing Allowance** : N\$ 17,424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Minimum requirements:** An appropriate National Diploma in Accounting on NQF L6 plus five (5) years appropriate experience in finance. Applicants must have a valid driving license.

**Preference** will be given to candidates with three (3) years of experience in ministerial revenue and with a Bachelor Degree in Accounting on NQF level 7.

**Main duties:**

- Verifying the correctness and completeness of the reports submitted by the sub-receivers of revenue.
- Passing corrective journals on the IFMS system.
- Allocating EFT receipts and revenue received by other OMAs on behalf of the ministry
- Validate proof of payments for revenue received through EFT.
- Conduct financial inspections and revenue training.
- Ensure that Treasury Instructions and the State Finance Act are adhered to;
- Compilation of the annual statements for submission to OAG.
- Prepare budget revenue estimates
- Training users on revenue-related matters as per the guidelines set by the Ministry of Finance, Treasury Instruction, State Finance Act, 1991 (Act 31 of 1991);
- Assist with preparing the annual work plan
- Attending to audit queries.
- Ensure that staff have signed performance agreements and that they are reviewed quarterly.
- Supervise and coordinate the activities of the section;
- Handling all queries on revenue;
- Other related duties which may be assigned from time to time.

**Enquiries:** Mr. Obert Maswahu at Tel 061-208 7389

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**DIVISION: FISHERIES ECONOMICS AND ADMINISTRATION**  
**SUBDIVISION: ECONOMICS**

**Post Designation** : Economist Grade 8

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15  
AUGUST 2025

<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 238, 825 – N\$ 285, 420
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** A Bachelor Degree in Economics OR Natural Resource majoring in Economics on NQF Level 7. Applicants must be in possession of a driving license with driving experience of at least one (1) year.

**Preference** will be given to candidates with an experience in socio-economic research and excellent computer skills, report writing and presentation skills.

#### **Main responsibilities:**

- Conduct socio-economic research on the management of fisheries and marine resources
- Research the impact of economic indicators on the fishing sector
- Analyse fisheries socio-economic aspects of fishing companies
- Analyse Right Holder's/Joint Venture's fisheries performance
- Compile and update right holder performance matrix
- Compile and present fisheries socio-economic reports
- Participate in fishing industry consultations
- Participate in fisheries and trade expositions
- Attend Regional Fisheries Management Organization and Trade Meetings

**Enquiries:** Ms. Olivia Shuuluka at Tel: +264 61 205 3083

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**DIRECTORATE: WATER RESOURCE MANAGEMENT**  
**DIVISION: GEOHYDROLOGY**  
**SUBDIVISION: GROUND WATER MANAGEMENT**

<b>Post Designation</b>	:	Chief Hydrologist Grade 5
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 432, 601—N\$ 517, 195
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** Bachelor of Science Honours Degree in Hydrogeology OR Geology with groundwater application modules on NQF L8 plus a minimum of six (6) years of appropriate experience in Hydrogeology field. A Master of Science degree in related field will be an added advantage. Applicants must have a valid driving licence code B.

**Additional competencies required:** Applicants should have technical expertise in the field of groundwater management in Namibia. Good communication skills in English both written and oral; Knowledge of the Namibia's water legislation and policies; Basic administration, financial and project management skills.

**Main duties:**

- Coordinate and facilitate groundwater management in the different regions of Namibia
- Facilitate the development of a national groundwater management strategy
- Coordinate and Implement all national and regional groundwater related projects
- Represent the Division in bi- and multilateral projects
- Coordinate, supervise and carry out the elaboration of reports, thematic maps, guidelines and other groundwater related publications
- Technical and Administrative assistance to Divisional Head.
- Planning of activities, supervision of staff and reporting back for subdivision.

**Enquiries:** Mr. Sakeus Ihemba at Tel: (061) 208 7148

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**DIRECTORATE: WATER RESOURCE MANAGEMENT**  
**DIVISION: GEOHYDROLOGY**  
**SUBDIVISION: GROUND WATER INVESTIGATIONS**

<b>Post designation</b>	:	Senior Hydrologist Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary scale</b>	:	N\$ 354, 883 – N\$ 424, 119
<b>Housing allowance</b>	:	N\$ 17,424 per annum
<b>Transport allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** Bachelor of Science Honours Degree in Geohydrology OR Geology with groundwater application modules on NQF Level 8 plus a minimum of five (5) years of appropriate experience in Hydrogeology field. Applicants must have a valid driving licence code B.

**Competencies required:** Applicants should have technical expertise in the field of groundwater management in Namibia. Good communication skills in English both written and oral; Knowledge of the Namibia's water legislation and policies; Basic administration, financial and project management skills.

**Main Duties:**

- Participates in hydrogeological investigations and research, and coordinates and supervises field work activities.
- Communicates experimental results to the team in a timely manner using reports or presentations.

- Carries out experimental work, both individually and in collaboration with colleagues, documents findings and ensures that the results are properly analyzed.
- Provide guidance and technical support to junior staff.
- Transfer of field data, data interpretation and mapping
- Assist Chief Hydrologist with execution of tasks.

**Enquiries:** Mr. Sakeus Ihemba at Tel: (061) 208 7148

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**DIRECTORATE: WATER RESOURCE MANAGEMENT**  
**DIVISION: GEOHYDROLOGY**  
**SUBDIVISION: GROUND WATER MANAGEMENT**

<b>Post Designation</b>	:	Senior Hydrologist Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary scale</b>	:	N\$ 354, 883 – N\$ 424, 119
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** Bachelor of Science Honours Degree in in Geohydrology or Geology with groundwater application modules on NQF L8 plus a minimum of five (5) years of appropriate experience in experience in Hydrogeology field. Applicants must have a valid driving licence code B.

**Competencies required:** Applicants should have technical expertise in the field of groundwater management in Namibia. Good communication skills in English both written and oral; Knowledge of the Namibia's water legislation and policies; Basic administration, financial and project management skills.

**Main Duties:**

- Coordinate and oversee groundwater monitoring programmes, including water level measurements, borehole inspections, and water quality sampling.
- Supervise installation and maintenance of groundwater monitoring equipment (e.g., piezometers, data loggers).
- Ensure accurate collection, validation, and entry of groundwater data into GROWAS II databases.
- Analyze and interpret groundwater data (e.g., trends in water levels, abstraction rates, recharge) and prepare technical reports.
- Assist in the delineation of aquifers, recharge areas, and groundwater protection zones.
- Provide technical support for the registration, licensing, and compliance monitoring of boreholes and groundwater abstraction.



- Participates in groundwater management, coordinates and supervises field work activities.
- Provide guidance and technical support to junior staff.
- Assist Chief Hydrologist with execution of tasks.

**Enquiries:** Mr. Sakeus Ihemba at Tel: (061) 208 7148

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**DIRECTORATE: WATER RESOURCE MANAGEMENT**  
**DIVISION: GEOHYDROLOGY**  
**SUBDIVISION: MAINTENANCE SUPPORT**

<b>Post Designation</b>	:	Chief Hydrological Technician Grade 7
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 291, 128 – N\$ 347, 926
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** A National Diploma in Mechanical Engineering OR Mechanical Technology on NQF L6. Applicants must have a minimum of five (5) years practical experience in the inspection, maintenance or certification of mechanical equipment, preferably related to drilling rigs, heavy machinery, or industrial equipment. Applicants must have a valid driving licence code B.

**Competencies required:** Proven experience with hydraulic systems, rotary and percussion drilling equipment, and related mechanical safety standards. Good communication skills in English both written and oral; Knowledge of the Namibia's water legislation and policies; Basic administration, financial and project management skills.

**Main Duties:**

- Conduct technical inspections of drilling rigs and associated mechanical equipment to verify compliance with safety, environmental, and operational standards.
- Register approved drilling machines and maintain an up-to-date database of licensed drilling rigs and operators.
- Issue inspection reports and certificates of compliance for machines that meet the required standards.
- Identify non-compliance and recommend corrective actions or de-registration where necessary.
- Provide technical guidance to drilling contractors and operators on safe operation, routine maintenance, and mechanical best practices.

- Develop and update inspection checklists and standard operating procedures for drilling equipment assessments.
- Collaborate with the Water Licensing and Groundwater Management sub-divisions to ensure that only compliant drilling machines are licensed for groundwater borehole drilling.
- Participate in site visits to verify the suitability of drilling operations and provide support to geohydrology teams where required.
- Keep abreast of relevant mechanical standards, technologies, and regulatory requirements.
- Prepare regular reports on inspections conducted, compliance status, and recommendations for management.
- Coordinate and supervise hydrological field surveys, including groundwater data collection, and maintenance of hydrogeological stations.
- Oversee installation, calibration, and maintenance of hydrogeological instruments and equipment.

**Enquiries:** Mr. Sakeus Ihemba at Tel: (061) 208 7148

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**DIRECTORATE: WATER RESOURCE MANAGEMENT**  
**DIVISION: GEO-HYDROLOGY**  
**SUBDIVISION: Groundwater Management**

<b>Post Designation</b>	:	Hydrologist Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 238, 825 – N\$ 285, 420
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** Bachelor of Science Honours Degree in Geohydrology OR Geology with groundwater application modules on NQF L8. Applicants must have a valid driving licence code B.

**Competencies required:** Good communication skills in English both written and oral; Knowledge of the Namibia's water legislation and policies; Basic administration, financial and project management skills.

**Main Duties:**

- Provide technical recommendations for drilling and abstraction license applications.
- Conduct groundwater use compliance check.
- Engage non-compliant groundwater users.
- Create awareness on the importance of groundwater use licenses to groundwater users and the public at large.

- Geohydrological investigations of groundwater resources.
- Conduct field investigations: site boreholes, supervise drilling and test pumping.
- Monitoring of groundwater quantity, quality and use.
- Geohydrological data collected during fieldworks and investigation projects are populated into GROWAS database.
- Assist the Senior Hydrologist with planning and execution of Divisional activities.

**Enquiries:** Mr. Sakeus Ihemba at Tel: (061) 208 7148

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**DIRECTORATE: WATER RESOURCE MANAGEMENT**  
**DIVISION: GEO-HYDROLOGY**  
**SUBDIVISION: GROUNDWATER INVESTIGATION**

<b>Post designation</b>	:	Senior Hydrological Technician Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 238, 825 – N\$ 285, 420
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** Bachelor of Science Degree in Geo-Information Science OR Geoinformation Technology on NQF level 7 plus three (3) years appropriate working experience. Applicants must have a valid driving licence code B.

**Competencies required:** Good communication skills in English both written and oral and knowledge of the Namibia's water resources.

**Main Duties:**

- Develop, maintain, and update geospatial databases for groundwater wells, aquifers, boreholes, monitoring sites, and water quality data.
- Collect, process, and analyze spatial data related to hydrogeology, hydrology, and environmental parameters.
- Produce high-quality maps, charts, and other GIS outputs to support groundwater modelling, resource planning, and decision-making.
- Integrate field data (e.g., borehole logs, water levels, pumping tests) with spatial datasets for reporting and visualization.
- Support hydrogeological modelling and analysis by preparing relevant spatial layers and ensuring data accuracy.
- Assist in the design and implementation of groundwater monitoring networks using GIS tools.
- Train and support staff in the use of GIS software and geospatial data management best practices.
- Collaborate with technical teams and stakeholders to ensure data sharing and consistency across projects.
- Ensure metadata standards, data security, and backup of all geospatial datasets.
- Contribute to technical reports, presentations, and stakeholder engagements.

**PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025**

**Enquiries:** Mr. Sakeus Ihemba at Tel: (061) 208 7148

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**DIRECTORATE: WATER RESOURCE MANAGEMENT**  
**DIVISION: GEOHYDROLOGY**  
**SUBDIVISION: GROUNDWATER MANAGEMENT**

<b>Post Designation</b>	:	Hydrological Technician Grade 9
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$195, 216 – N\$ 234, 144
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** Post-Graduate Diploma or Degree in Water Resources Management on NQF L7. Applicants must have a valid driving licence code B.

**Competencies required:** Good communication skills in English both written and oral; and knowledge of the Namibia's water legislation and policies.

**Main Duties:**

- Collection and entry of data into database (GROWAS II)
- Assist with administrative tasks relating to consultants and contractors engaged through projects.
- Implementation of plans and present data in a well thought, organized, professional and self-motivated manner and work with minimal supervision.
- Assist hydrological team with execution of tasks as requested.

**Enquiries:** Mr. Sakeus Ihemba at Tel: (061) 208 7148

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**DIRECTORATE: WATER RESOURCE MANAGEMENT**  
**DIVISION: GEO-HYDROLOGY**  
**SUBDIVISION: GROUNDWATER MANAGEMENT**

<b>Post Designation</b>	:	Chief Technical Assistant Grade 12
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$107, 753 – N\$ 12,9 240
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>TransportAallowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** A Grade 10 Certificate on NQF Level 2 plus three (3) years appropriate working experience in the field of groundwater. Applicants must have a valid driving license code B.

**Competencies required:** Practical experience and competence in the field of groundwater management in Namibia, knowledge of the Namibia's water legislation and policies. Good communication skills in English both written and oral.

### **Main Duties**

- Assist the hydrological team with planning and execution of Divisional activities.
- Conduct groundwater use compliance check.
- Assist in creating awareness on the importance of groundwater use licenses to groundwater users and the public at large.
- Assist with geohydrological investigations of groundwater resources.
- Assist with conducting field investigations
- Compile report
- Assist with monitoring of groundwater level and quality.
- Assist with monitoring of groundwater use.
- Populate GROWAS II database.

**Enquiries:** Mr. Sakeus Ihemba at Tel: (061) 208 7148

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**DIRECTORATE OF WATER RESOURCE MANAGEMENT  
DIVISION: WATER BASIN MANAGEMENT  
SUBDIVISION: NATIONAL WATER BASINS  
SECTION: CENTRAL WATER BASIN MANAGEMENT**

<b>Post Designation</b>	:	Hydrologist Grade 8
<b>1xPost</b>	:	Walvis Bay
<b>Scale of Salary</b>	:	N\$ 238, 825 –N\$ 285, 420
<b>Housing allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate Honors Degree in Integrated Water Resources Management OR Environmental Management OR Natural Resources Management on NQF L8. Applicants must have a valid driving licence.

**Competences required:** Applicants should demonstrate interest in general Water Resources Management and be familiar with water and environmental legislations, application of Integrated Water Resources Management especially basin management.

**Preference** will be given to candidates with knowledge and understanding of hydrogeology and hydrology.

### **Main duties:**

- Provide technical and administrative support to the Kuiseb Basin Management Committee (KBMC).

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- Assist with the awareness raising on the Water Resources Management Act 11 of 2013, and the implementation thereof
- Provide overall assistance with the logistical requirements of workshops, conferences, launches, meetings in the Kuiseb Basin and in the Central Basin Management Section
- Facilitate and coordinate Kuiseb Basin stakeholders' participation in water resources management and related issues/concept/technologies
- Render support toward monitoring of water resources in the basin.
- Support the development, review and implementation of the Integrated Water Resources Management Plan in the sub-basin.
- Assist with the drawing up of tender specifications, the administrative and technical handling and payment of tenders specific to the sub-basin and basin
- Supervise and co-ordinate the smooth execution of all routine tasks, trips, reports and as well certain technical / scientific investigative projects
- Review and provide inputs to water related projects within the basin
- Supervise junior staff members in the Sub-division and carry out any other tasks as assigned by Supervisor(s) and the Basin Management Committee.

The Hydrologist reports directly to the Senior Hydrologist: National Water Basins Subdivision, Central Water Basin Management Section.

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

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**DIRECTORATE OF WATER RESOURCE MANAGEMENT  
DIVISION: WATER BASIN MANAGEMENT  
SUBDIVISION: NATIONAL WATER BASINS  
SECTION: NORTHERN BASIN MANAGEMENT SECTION**

<b>Post Designation</b>	:	Hydrologist Grade 8
<b>1xPost</b>	:	Tsumeb
<b>Scale of Salary</b>	:	N\$ 238, 825 –N\$ 285, 420
<b>Housing allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate Honors Degree in Integrated Water Resources Management OR Environmental Management/Science OR Natural Resources Management on NQF L8. Applicants must have a valid driving licence.

**Competences required:** Applicants should demonstrate interest in general Water Resources Management and be familiar with water and environmental legislations, application of Integrated Water Resources Management especially basin management.

**Preference** will be given to candidates with knowledge and understanding of hydrogeology and hydrology.

**Main duties:**

- Provide technical and administrative support to the Tsumeb Sub-Basin Management Committee (TsBMC)
- Assist with the awareness raising on the Water Resources Management Act 11 of 2013 and the implementation thereof
- Provide overall assistance with the logistical requirements of workshops, conferences, launches, meetings in the Tsumeb Sub-basin and in the Northern Basin Management Section
- Facilitate and coordinate Tsumeb Sub-Basin stakeholders' participation in water resources management and related issues/concept/technologies
- Render support toward monitoring of water resources in the basin.
- Support the development, review and implementation of the Integrated Water Resources Management Plan in the sub-basin.
- Assist with the drawing up of tender specifications, the administrative and technical handling and payment of tenders specific to the sub-basin and basin
- Supervise and co-ordinate the smooth execution of all routine tasks, trips, reports and as well certain technical / scientific investigative projects
- Review and provide inputs to water related projects within the sub-basin and Cuvelai Etosha Basin in general
- Support the International Waters related activities in the Cuvelai Basin.

The Hydrologist will report directly to the Senior Hydrologist: Water Basins Management, Northern Water Basin Management

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

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**DIRECTORATE OF WATER RESOURCE MANAGEMENT  
DIVISION: WATER BASIN MANAGEMENT  
SUBDIVISION: NATIONAL WATER BASINS  
SECTION: CENTRAL WATER BASIN MANAGEMENT**

<b>Post Designation</b>	:	Senior Hydrologist Grade 6
<b>1xPost</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$ 354, 883 – N\$ 424, 119
<b>Housing allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Honors Degree in Integrated Water Resources Management OR Environmental Management OR Natural Resources Management NQF L8 plus five (5) years appropriate experience in Integrated Water Resources Management. Applicants must have a valid driving licence.

**Preference** will be given to candidates with knowledge and experience in stakeholders' engagement and Basin Management Committees (BMCs) operation. An MSc Degree in Water Resources Management OR Integrated Water Resources Management.

**Main duties:**

- Support the overall coordination and technical support of Basin Management Committees (BMCs) nation-wide
- Facilitate hosting of Basin Management Committees stakeholders' forums in their respective basins
- Facilitate the revival of the Basin Management Committees
- Coordinate the implementation of the various Basin Management Committees Annual Work Plans
- Assist with the liaison and co-ordination of specific tasks and projects for the Basin Management Committees (BMCs)
- Support the implementation of the Water Resources Management Act, Act 11 of 2013 and the implementation thereof.
- Support the implementation of national legislation related to water and environmental management.
- Support awareness raising on water resources and general environmental related matters.
- Participate in the establishment, continuous development and maintenance of a common database regarding all the relevant information required to manage water basins;
- Support the drafting of the annual work plans, capital and recurrent budgets of the Division.
- Assist with the drawing up of tender specifications, the administrative and technical handling and payment of tenders
- Assist with procurement and bid evaluations when required
- Support the development and/or review of Basin Management Plans and their implementation thereof
- Supervise and co-ordinate the smooth execution of all routine tasks, trips, reports and as well as relevant technical / scientific investigative projects
- Assist with compilation of Divisional quarterly reviews and annual reports.
- Supervise junior staff members in the Sub-division
- Carry out any other tasks as assigned by the supervisor
- The Senior Hydrologist will report directly to the Chief Hydrologist: National Water Basin Subdivision

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

#### **APPLICANTS SHOULD NOTE THE FOLLOWING:**

- Applicants within the Public Service **must** attach proof of confirmation of probation to their application for employment. Applicants who are not in the Public Service must attach confirmations of employments from their previous and current employers.
- Applicants with foreign qualifications **must** attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- Applicants who only partially complete and or do not sign application forms, or who do not attach originally certified Identification Documents, Qualifications will be disqualified. Hence applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicants must indicate not applicable;



- Applicants **must attach a comprehensive Curriculum Vitae (CV)** to the application form for each position applied for;
- Please note all documentation **must** be originally certified and **must** be attached to the application form.
- Applicants must use one (1) application form for each position applied for;
- Applicants in designated groups particularly women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply;
- Only shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents will be returned to the applicants;
- Faxed applications will not be considered and ;
- Applications (Form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

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

**OR**

**Hand delivered at:**

**Ministry of Agriculture, Fisheries, Water and Land Reform  
Luther street  
Government Office Park  
Windhoek**

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## MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

### DEPARTMENT: FORMAL EDUCATION

#### DIRECTORATE: NATIONAL INSTITUTE FOR EDUCATIONAL DEVELOPMENT (NIED)

#### DIVISION: CURRICULUM RESEARCH AND DEVELOPMENT

#### SUBDIVISION: SOCIAL SCIENCES AND HUMANITIES

<b>Post Designation</b>	:	Chief Education Officer Grade 5
<b>1 x Post</b>	:	Okahandja
<b>Salary Scale</b>	:	N\$ 432, 601—N\$ 517, 195
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree or equivalent qualification on NQF L7 or 8 plus 8 years appropriate experience.

#### Supplementary Selection Requirements:

- A Degree in Education with a major in Geography, however a combination of Geography and History would have an advantage.
- A minimum of 3 years involvement in teaching and curriculum development of NSSCAS Geography (proof must be attached).
- Experience in teaching/ curriculum development for History NSSCO/ NSSCAS is an added advantage (proof must be attached).
- Experience in Curriculum panel activities and/or continuous professional development of teachers (proof must be attached).
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**Enquiries:** Ms. Fransina lipumbu, Tel: (062 - 509020), Dr. Patrick Simalumba, Tel: (062 - 509000)

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#### DIVISION: CURRICULUM REASEARCH AND DEVELOPMENT

#### SUBDIVISION: AFRICAN LANGUAGES

<b>Post Designation</b>	:	Chief Education Officer Grade 5
<b>1xPost</b>	:	Okahandja
<b>Salary Scale</b>	:	N\$ 432, 601 –N\$ 517, 195
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree or equivalent qualification on NQF L7 or 8 plus 8 years appropriate experience.

#### Supplementary Selection Requirements:

- A Degree in Education with specialization in African Languages on NQF Level 7 or 8.

- A minimum of 3 years involvement in curriculum development of NSSCO and NSSCAS African Languages syllabus (proof must be attached)
- Experience in Curriculum panel activities and / or continuous professional development of teachers in African (Proof must be attached).

**Enquiries:** Ms. Fransina lipumbu, Tel: (062 - 509020) Dr. Patrick Simalumba, Tel: (062 - 509000)

**DIVISION: PROFESSIONAL AND RESOURCE DEVELOPMENT  
SUBDIVISION: PROFESSIONAL DEVELOPMENT**

<b>Post Designation</b>	:	Chief Education Officer Grade 5
<b>1xPost</b>	:	Okahandja
<b>Salary Scale</b>	:	N\$ 432, 601—517, 195
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree or equivalent qualification on NQF L7 or 8 plus 8 years appropriate experience.

**Supplementary Selection Requirements:**

- An appropriate Degree or equivalent teaching / Education qualification.
- A minimum of 3 years of experience in continuous professional development activities of teachers/ educators in basic education **(Proof must be attached)**.

**Enquiries:** Mr. Martin Mateus, Tel: (062 - 509083) Dr. Patrick Simalumba, Tel: (062 - 509000)

**DIVISION: CURRICULUM REASEARCH AND DEVELOPMENT  
SUBDIVISION: AFRICAN LANGUAGES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Rukwangali Grade 4 NSSCAS)
<b>1xPost</b>	:	Okahandja
<b>Salary Scale</b>	:	N\$ 354, 883 –N\$ 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree or equivalent qualification on NQF L7 plus 5 years' appropriate experience,

**OR**

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

**Supplementary Selection Requirements:**

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

- An appropriate Degree or equivalent qualification with specialisation in Rukwangali.
- Minimum of 3 years teaching experience in at least Senior Primary Level in Rukwangali (proof must be attached).
- Experience in syllabus development and/or curriculum panel activities and/or continuous professional development of teachers in Rukwangali (proof must be attached).

**Enquiries:** Mr. Servasius M. Ndjunga, Tel: 062 - 509080) Ms. Fransina lipumbu, Tel: (062 - 509020)

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**DIVISION: CURRICULUM REASEARCH AND DEVELOPMENT**  
**SUBDIVISION: MATHEMATICS NATURAL SCIENCE AND AGRICULTURE**

**Post Designation** : Senior Education Officer Grade 6 (Elementary Agriculture (Grade 4– 7) and Agricultural science (Grade 8 – NSSCAS)  
**1xPost** : Okahandja  
**Salary Scale** : N\$ 354, 883 –N\$ 424, 119  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience,

**OR**

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

**Supplementary Selection Requirements:**

- An appropriate Degree or equivalent qualification with specialisation in Agriculture.
- Experience in teaching Agricultural Science at NSSCAS for 3 years (proof must be attached).
- Experience in syllabus development and/or as Curriculum panel activities and / or continuous professional development of teachers in Agriculture (Proof must be attached).

**Enquiries:** Ms. Eva Asheela, Tel: (062 - 509049) Ms. Fransina lipumbu, Tel: (062 - 509020)

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**DIVISION: CURRICULUM REASEARCH AND DEVELOPMENT**  
**SUBDIVISION: SOCIAL SCIENCES AND HUMANITIES**

**Post Designation** : Senior Education Officer Grade 6 (Pre-Primary and Early Childhood Development (ECD)  
**1xPost** : Okahandja

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

<b>Salary Scale</b>	:	N\$ 354, 883 –N\$ 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience,

**OR**

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

**Supplementary Selection Requirements:**

- An appropriate Degree or equivalent qualification with specialisation in Pre-Primary Education and Early Childhood Development (ECD)/ Junior Primary Grade 1-3 school phase.
- A minimum of 3 years' experience in curriculum development in the fields of Pre-Primary Education and ECD/ Junior Grade 1-3 school phase.
- Experience in continuous professional development of teachers and/or in Curriculum activities for Pre-primary /ECD (Proof must be attached).

**Enquiries:** Mr. Robert M. Munganda, Tel: (062 - 509035) Ms. Fransina lipumbu, Tel: (062 - 509020)

**DIVISION: PROFESSIONAL AND RESOURCE DEVELOPMENT  
SUBDIVISION: PROFESSIONAL DEVELOPEMENT**

<b>Post Designation</b>	:	Senior Education Officer Grade 6
<b>1xPost</b>	:	Okahandja
<b>Salary Scale</b>	:	N\$ 354 883 –N\$ 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience,

**OR**

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

**Supplementary Selection Requirements:**

- An appropriate Degree or equivalent teaching / education.
- Three (3) years of experience in continuous professional development of teachers/ educators (proof must be attached).

**Enquiries:** Mr. Martin Mateus, Tel: (062 - 509083) Dr. Patrick Simalumba Tel: (062 - 509000)

**DIRECTORATE: ARTS**  
**DIVISION: ARTS EDUCATION AND TRAINING**  
**SUBDIVISION: SCHOOLS AND COMMUNITY SUPPORT PROGRAMMES**

**Post Designation** : Senior Education Officer Grade 6  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 354, 883 – N\$ 424, 119  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience,

**OR**

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

**Supplementary Selection Requirements:**

- At least 5 years' experience in planning and organization in Arts and Sound knowledge of creative industry.
- Insight into national development needs and the formulation and implementation of arts policy is strongly recommended.

**Enquiries:** Mr. Samuel Amunkete, Tel: (061- 293 3517)

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**DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT**  
**DIVISION: GENERAL SERVICES AND EXAMINATIONS ADMINISTRATION**  
**SUBDIVISION: GENERAL SERVICES**  
**SECTION: AUXILIARY SERVICES**

**Post Designation** : Administrative Officer Grade 12  
**1xPost** : Windhoek (DNEA)  
**Salary Scale** : N\$ 107, 753 -129,240  
**Housing Allowance** : N\$ 13, 944 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Minimum Requirements:** A Grade 12 certificate or equivalent qualifications (NQF Level 3) with a minimum of 20 points over 5 subjects and an E symbol in English.

**Supplementary Selection Requirements:** Preference will be given to candidates with computer literacy as well as driving license (Code B).

**Enquiries:** Ms. L. M Shaningwa, Tel: (061 – 293 3430)

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**DIVISION: GENERAL SERVICES AND EXAMINATIONS ADMINISTRATION**  
**SUBDIVISION: GENERAL SERVICES**  
**SECTION: FINANCE**

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

**Post Designation** : Administrative Officer Grade 12  
**1xPost** : Windhoek (DNEA)  
**Salary Scale** : N\$ 107, 753-N\$ 129, 240  
**Housing Allowance** : N\$ 13, 944 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Minimum Requirements:** A Grade 12 certificate or equivalent qualifications (NQF Level 3) with a minimum of 20 points over 5 subjects and an E symbol in English.

**Supplementary Selection Requirements:** Preference will be given to candidates with computer literacy.

**Enquiries:** Ms. L. M Shaningwa, Tel: (061 – 293 3430)

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**DEPARTMENT: FINANCE AND ADMINISTRATION**  
**DIRECTORATE: FINANCE**  
**DIVISION: FINANCIAL MANAGEMENT**  
**SUBDIVISION: REVENUE AND RECONCILIATION**

**Post Designation** : Chief Accountant Grade 6  
**1xPost** : Windhoek (HQ)  
**Salary Scale** : N\$ 354, 883 –N\$ 424, 119  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Diploma on NQF L6 majoring in Accounting

**Supplementary Selection Requirements:**

- The candidate must have five (5) years' experience as a Senior Accountant and seven (7) years' experience in the Public Service.
- Must have experience in all IFMS modules and experience in Reconciliation of Suspense and Expenditure Accounts
- Code 8 driver's license is a requirement for the post.

**Enquiries:** Ms. L. N Karises, Tel (061 293 3064)

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**DIVISION: HUMAN RESOURCE ADMINISTRATION**  
**SUBDIVISION: ADMINISTRATION**

**Post Designation** : Senior Human Resource Practitioner Grade 7  
**1xPost** : Windhoek (HQ)  
**Salary Scale** : N\$ 291, 128 –N\$ 347, 926  
**Housing Allowance** : N\$ 17, 424 per annum

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

**Transport Allowance** : N\$ 10, 512 per annum

**Minimum Requirements:** A National Diploma majoring in Human Resources on NQF L6

**Supplementary Selection Requirements:** Preference will be given to candidates in possession of an appropriate Degree on NQF L7 majoring in Human Resource Management plus five (5) years appropriate experience in Human Resource Administration.

**Enquiries:** Ms. Gisser Nambezi, Tel (061 2933260)

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**DEPARTMENT LIFELONG LEARNING, ARTS AND CULTURE  
DIRECTORATE: NAMIBIA LIBRARY AND ARCHIVES SERVICES (NLAS)  
DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES  
SUBDIVISION: MINISTERIAL LIBRARY SERVICES  
SECTION: PROFESSIONAL SERVICES  
(Seconded to Ministry of Environment, Forestry and Tourism)**

**Post Designation** : Librarian Grade 9  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 195, 216 – N\$ 234, 144  
**Housing Allowance** : N\$ 13, 944 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Minimum Requirements:** A B. Degree (or equivalent qualification) on NQF L7.

**Supplementary Selection Requirements:**

- A B. Degree in Library or Information Science and high academic performance is required for the post,
- Proficiency in cataloguing, content analysis, and information retrieval is required.
- Experience in the use and maintenance of electronic information resources are necessary.
- Knowledge and experience with library management systems, particularly specific library management software are expected.
- Proficiency in office, excellent written and oral communication skills,
- Office and library ICT skills will be highly recommended,
- Candidates will be required to undergo a test assessing ICT skills.

**Enquiries:** Ms. S .N. Neumbo, Tel: (061-2933184)

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**DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES  
SUBDIVISION: NATIONAL LIBRARY SERVICE  
SECTION: BIBLIOGRAPHIC CONTROL**



<b>Post Designation</b>	:	Assistant Librarian Grade 10
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 159, 505 – N\$ 191, 312
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate National Diploma on NQF L6

**Supplementary Selection Requirements:**

- An appropriate National Diploma in Library & Information Studies or Information Science on NQF L6.
- Sound and applied knowledge on Librarianship and the use of advance library ICT skills.
- Excellent oral and written communication skills are strongly recommended.

**Enquiries:** Ms. Hedwich Meyer, Tel: (061-293 5301)

**DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES**  
**SUBDIVISION: COMMUNITY LIBRARY SERVICES**  
**SECTION: TECHNICAL SERVICES**

<b>Post Designation</b>	:	Assistant Librarian Grade 10
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 159, 505 – N\$ 191, 312
<b>Housing Allowance :</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate National Diploma on NQF L6

**Supplementary Selection Requirements:**

- Sound and applied knowledge on Librarianship.
- Excellent oral and written communication skills are strongly recommended.
- Experience in monitoring and evaluation including statistical analysis.

**Enquiries:** Ms. Erasmus Sackaria **Tel: (061-293 5284)**

**Note:** All interested applicants should complete the necessary Application Forms 156043 and Health Questionnaire 156094 (obtainable at any government office), attach a detailed comprehensive Curriculum Vitae (CV), **original certified** copies of qualification (s) with **transcript of qualification (s)**, Identity Document, testimonials and confirmation of probation if applicable. All foreign qualification (s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). In terms of Affirmative Action Plan, suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

Applications should be addressed to:

**PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025**

**Ministry of Education, Innovation, Youth, Sports, Arts and Culture  
Human Resource Office  
Private Bag 13186  
Windhoek**

**Or hand delivered to:**

**Ministry of Education, Innovation, Youth, Sports, Arts and Culture  
Government Office Park, Luther Street  
Human Resource Office, 2<sup>nd</sup> Floor,  
East Wing, Room No. 275**

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## MINISTRY OF ENVIRONMENT, TOURISM AND FORESTRY

### OFFICE OF THE EXECUTIVE OFFICER

<b>Post Designation</b>	:	Chief Public Relations Officer Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 354, 883 –N\$ 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirement:** An appropriate B. Degree qualification at NQF L7 in the following field: Journalism, Public Relation and Communications plus six (6) years appropriate work experience. Candidates must be on a supervisory position equivalent to Senior PRO Grade 7.

**Additional Requirements:** Preference will be given to applicants with a B. Degree (Honors) at NQF Level 8 in Journalism, Public Relations and Communications. Prior appropriate work experience with Public Relations or Media, basic Graphic Design, Audio Visual Production, Video Production, Basic knowledge of computer software (Microsoft Office), knowledge of Social Media Management, excellent writing, oral presentation, communication and supervisory skills will serve as added advantage, A valid driver's License which is at least two years and old is required.

### Job description

This incumbent will be responsible with the making, editing and reviewing of film and/or publications, magazines, brochures and news reports. The evaluation of public opinions to advice the management cadre of a ministry to correlate their policy and procedures as far as possible with such opinions as well as the planning and execution of actions to gain and maintain understanding and support by the public to carry out a positive image of a ministry.

### Key performance areas:

- Manage, plan, control and organise the Public Relations and Communications functions in the Ministry.
- Develop and review communication strategies for the Ministry.
- Develop, review videos and publications such as magazines, brochures and news reports.
- Evaluate public opinions and advice management to correlate policies and procedures with such opinions.
- Plan and execute actions to gain and maintain understanding and support by the public.
- Carry out responsibilities aimed at enhancement of the positive image of the Ministry.

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### DIVISION: ETOSHA NATIONAL PARK SUB-DIVISION: ETOSHA ECOLOGICAL INSTITUTE

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

<b>Post Designation</b>	:	Senior Conservation Scientist Grade 6
<b>1xPost</b>	:	Okaukuejo, Etosha National Park
<b>Salary Scale</b>	:	N\$ 354, 883 – N\$ 424, 119 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Remoteness Allowance</b>	:	N\$ 21, 000 per annum

**Advertisement Requirements:** An appropriate Degree on NQF L8 in the following fields: Conservation Science, Zoology, Conservation Biology, Ecology, or related field. Serving staff members must have their probation confirmed at the level of Conservation Scientist Grade 8 plus five (5) years of appropriate experience.

### **Additional Requirements:**

Preference will be given to the candidates who meet the following additional requirements:

- Relevant postgraduate qualification at NQF L9 in the fields of Conservation Science, Zoology, Conservation Biology, Ecology, or related field.
- Demonstrated experience in wildlife research and monitoring, especially of wildlife species of high conservation value.
- Demonstrated experience in supervising staff members involved in wildlife research & monitoring activities.
- Demonstrated experience in scientific report writing and a proven publication record.
- Demonstrated experience in GIS and remote sensing.
- A valid Code B driver's license which is three (3) years or older.
  - A valid certificate of conduct.

### **Job Description**

- Provide scientific input on wildlife research and planning issues.
- Provide MEFT with scientific advice concerning observed trends in wildlife populations and the status of ecosystems, populations and species.
- Conduct and oversee wildlife research programmes, the design of projects and programmes, data analysis, statistical interpretation and the formulation of management recommendations.
- Assist with the development of management plans for areas and species.
- Develop and coordinate research & monitoring programmes for selected populations, species and ecosystems on a national scale.
- Compile reports on research programmes in conjunction with the unit and other MEFT components.
- Improve computerisation of wildlife research and monitoring data.
- Provide technical support to the Directorate of Wildlife and National Parks concerning regional research and monitoring programmes.
- Contribute towards the development of a regional programme of research activities, taking into account priority information needs and management priorities.
- Advise on the appropriate design of regional research programmes.
- Provide advice concerning improvements in the computerisation of research and monitoring.

- Communicate results of wildlife research work to the public and scientific community by publishing articles in peer-reviewed journals.
- Collaborate and coordinate with the National Commission on Research, Science and Technology (NCRST), the National Museum of Namibia (Natural History Section), tertiary training institutes, local and external researchers and interested stakeholders to promote wildlife biodiversity-related research.

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## **DIRECTORATE: SCIENTIFIC SERVICES**

### **DIVISION: WILDLIFE MONITORING AND RESEARCH SUB-DIVISION: WILDLIFE SURVEY AND MONITORING**

<b>Post Designation</b>	:	Senior Pilot Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 354, 883 – N\$ 424, 119 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum
<b>Housing Allowance</b>	:	N\$ 17,424 per annum

**Minimum requirements:** Appropriate valid commercial pilot's licence for a fixed-wing aircraft with a minimum of 1,500 hours of flying experience.

#### **Additional Requirements:**

Preference will be given to the candidates who meet the following additional requirements:

- A minimum of 500 hours of low-level flying at or below 500 AGL for aerial survey work, game counts or conservation work is required for this position.
- A valid type rating for Cessna 182
- Valid type rating for the tail-dragger aircraft (Piper PA18 Super Cub aircraft and Maule M5)
- A valid Code B driver's license which is three (3) years or older.
- A valid certificate of conduct.

#### **Job Description**

- Aerial support for wildlife survey work in the Ministry
- Aerial support during wildlife capture and translocation operations
- Aerial support during wildlife management, aerial surveillance and patrol operations.
- Support with Aerial transportation of MEFT staff where necessary,
- Control and maintenance of the MEFT fixed-wing aircraft fleet,
- Responsible for the procurement and handling of all aviation fuel, and delivery to required field sites
- Responsible for the MEFT runways and hangars, and other aviation-related infrastructure throughout the protected areas and conservation areas in Namibia
- Responsible for the aircraft insurance and all legal issues about flying
- Responsible for the routine maintenance of the fixed-wing aircrafts while ensuring timely repairs of the defective aircraft components
- Responsible for the development and maintenance of protocols to ensure a safe

**PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025**

- operational environment while complying with the aviation regulations
- Responsible for pilot supervision while providing leadership required for safe, and efficient flying operations.

**Applicants should note the following:**

- 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.
- Upon appointment, successful candidates for positions requiring driver licenses will be subjected to a compulsory driver competency test to be performed by a competent official as per the Transport policy.
- **All copies MUST be certified.**
- 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 and only shortlisted candidates will be contacted.

**Enquiries:** Mr. Kenneth HK /Uiseb, Tel: +264819528659 or HR, Tel: +2648195828498

**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.**
- **Personal documents will not be returned and only shortlisted candidates will be contacted.**

Applications (New version Form 156043 obtainable at all Government Offices), together with a comprehensive curriculum vitae and certified copies of educational qualifications and testimonials must be addressed to:

**The executive director  
Ministry of Environment, Forestry and Tourism  
Private bag 13306  
Windhoek**

**Or**

**Hand delivered to the Human Resources Office, ground floor, corner of Robert Mugabe avenue and dr. Kenneth David Kaunda street, Windhoek**

**Enquiries:** Ms. Frieda Kayoo-Mbabi at 081 952 8440 or Ms. Inotila Ampueja at 081 952 8479

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## MINISTRY OF HEALTH AND SOCIAL SERVICES

### EXECUTIVE MANAGEMENT

#### DIVISION: SECURITY AND RISK MANAGEMENT

<b>Post Designation</b>	:	Senior Security Operations Officer Grade 7
<b>1xPost</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$ 291,128 –N\$347,926
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum Requirements:** A National Diploma in either Security Management, Criminal Justice, Police Science, Correctional Service or Military Science on NQF Level 6 plus **five (5)** years appropriate experience in a security environment.

**Additional requirements:** Candidate must completed police, military, Correctional or security management basic training. Confirmation of probation is subject to successful completion of the Security Awareness Training by the Namibia Central Intelligence Service (NCIS). Possession of a valid driver's licence is a prerequisite. Appointment in this post is subject to vetting.

#### Key Performance Areas:

- Organise, direct, coordinate, supervise and control the implementation of the physical security programs of the Ministry of Health and Social Services;
- Provide security advice, manage security equipment and investigate security incidents;
- Train, coach, and mentor staff members under the Security Division, and execute any other duties assigned by the Deputy Director /Chief Security Operations Officer.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Previously racially disadvantaged persons, women and people with disabilities are encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).

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



**Applications must be addressed to: The Executive Director, Ministry of Health and Social Services, Head Office, Private Bag 13198, Windhoek.**

**Hand delivery to: Human Resources Management office, Ministerial Building (Head Office) Harvey Street, Windhoek.**

**Enquiries:** Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189.

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**EXECUTIVE MANAGEMENT  
DIVISION: SECURITY AND RISK MANAGEMENT**

<b>Post Designation</b>	:	Security Operations Officer Grade 8
<b>1xPost</b>	:	Windhoek <b>(Head office)</b>
<b>Salary Scale</b>	:	N\$ 238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum Requirement:** A National Diploma in either Security Management, Police Science, Criminal Justice, Correctional Service or Military Science on NQF Level 6 plus three (3) years appropriate experience in a security environment.

**Additional requirement:** Confirmation of probation is subjected to successful completion of the Security Awareness Training by the Namibia Central Intelligence Service (NCIS). Possession of a valid driver's licence is a prerequisite  
Appointment in this Job Category is subject to vetting;

**Key Performance Areas:**

- Organise, direct, coordinate, supervise and control the implementation of the physical security programs of the Ministry of Health and Social Services;
- Provide security advice, manage security equipment and investigate security incidents;
- Train, coach, and mentor staff members under the Security Division, and execute any other duties assigned by the Senior Security Operations Officer /Senior Security Operations Officer.

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<b>Post Designation</b>	:	Chief Health Program Officer Grade 6
<b>2xPosts</b>	:	Windhoek <b>(Head Office)</b>
<b>Scale Salary</b>	:	N\$ 354 883 – 424 119
<b>Housing Allowance</b>	:	N\$ 10 512 per annum
<b>Transport Allowance</b>	:	N\$ 17 424 per annum

**Minimum requirements:** An appropriate Bachelor's Degree in relevant Health Sciences or equivalent qualification on NQF L8 plus five (5) years appropriate experience in health or social welfare sector, of which three (3) years must be at a supervisory or management level.

**Additional requirements:** A post graduate qualification in health service management is an added advantage.

**Purpose of the position:** To assist the Deputy Director for the Department Regional Health and Social Welfare Services in coordinating support to the Regional Management Teams (RMTs), and capacity to comply with relevant laws, policies and efficiency performance delivery strategies.

**Summary of key functions and responsibilities:**

- Plan Departmental coordination activities for financing, budgeting, control expenditure and ensure optimal use of resources.
- In collaboration with relevant directorates, identify urgent training needs in relation to technical standards and protocols for the delivery of key health services to ensure their adoption and uniform application by all RMTs and their District Teams
- In collaboration with the Quality Assurance Unit, coordinate support to RMTs to ensure implementation of customer service charters, functional multi-disciplinary quality control committees, and national quality improvement programs.
- Ensure full compliance with national norms and standards, and oversee that cross-cutting issues are mainstreamed and attended to accordingly.
- Under the guidance of the Deputy Director, plan and facilitate communications with Regional Management Teams to identify their needs and link up with relevant units/directorates for actions.

**Enquiries:** Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189.

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

<b>Post Designation</b>	:	Control Social Worker Grade 5
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$ 432, 601 - N\$517, 195
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum

**Minimum Requirements:** Registration as a Social Worker with the Social Work and Psychology Council of Namibia with receipt of paid-up registration. Candidate must have approximately eight (8) years' experience in social work. Must have extensive knowledge on drug control, prevention and treatment.

**Additional requirements:** Candidate must be in possession of a valid driver license and willingness to obtain authorization to drive a GRN vehicle (if not in position of one already).

**Duties:**

- Development of policies, guideline and manuals related to evidence based early detection and prevention on substance use in the subdivision.
- Development of new evidence-based prevention and harm reduction programs with monitoring tools and provides quarterly data to Namibia Epidemiology Network on Drug Use (NENDU)
- Ensure training of regional staff with regard to new evidence-based prevention and harm reduction programs nation- wide
- Provide training to relevant stakeholders and service providers on evidence based early detection, prevention, and harm reduction programs
- Attend international meetings to benchmark and report on early detection, harm and prevention programs of substance use
- Conduct high level meetings with policymakers, multi-sectoral stakeholders and institutions on substance use control aligned with international strategies.
- Develop, educate and distribute IEC –materials and assist with funding for substance use prevention programs in the regions.
- Initiate and co-ordinate national research in order to evaluate impact of prevention programs in the regions and distribute the findings thereof
- Participate and report on prevention of substance use programs in quarterly meetings of the National Drug Control Commission and other platforms.
- Co-ordinate the ILO Management Project of Alcohol and Drugs in workplaces and co-ordinate the project in public and private sector

**Enquiries:** Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189.

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

<b>Post Designation</b>	:	Control Social Worker Grade 5
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$ 432, 601 - N\$517, 195
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 1, 424 per annum

**Minimum Requirements:** Registration as a Social Worker with the Social Work and Psychology Council of Namibia with receipt of paid-up registration. Candidate must have approximately eight (8) years' experience in social work. Must have extensive knowledge on drug control, prevention and treatment.

**Additional requirements:** Candidate must be in possession of a valid driver license and willingness to obtain authorization to drive a GRN vehicle (if not in position of one already).

**Duties:**

- To compile and co-ordinate the function of the National Drug Control Master Plan
- Development of drug control master plan and drug use epidemiology
- To establish a sustainable data collection and analysis system on the nature and extent of the drug phenomenon at the national level;

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- To coordinate and support activities of non-governmental organisations, as well as community-based structures participating in substance use control;
- To facilitate and encourage the coordination of strategic projects determined by the Minister;
- To facilitate the rationalisation of existing resources and monitor their effective use;
- To encourage government and private institutions to compile plans to address substance use in line with the goals of the National Drug Control Master Plan;
- To ensure that each ministry, office and agency has its own performance indicators;
- To ensure the establishment and maintenance of information systems which support the implementation, evaluation and ongoing development of the National Drug Control Master Plan;
- To facilitate the collection of accurate data for submission to international drug control bodies; and
- To organise a biennial national summit on substance, use to enable role-players in the field of substance use to share information.

**Enquiries:** Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189.

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**DIRECTORATE: SOCIAL WELFARE SERVICES**  
**SUBDIVISION: SPECIALIZED SOCIAL WELFARE SERVICES**

<b>Job designation</b>	:	Chief Social Worker Grade 6
<b>1xPost</b>	:	Windhoek, <b>(Head Office)</b>
<b>Salary Scale</b>	:	N\$354,883 - N\$424,119
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum

**Minimum Requirement:** Registration as a Social Worker with the Social Work and Psychology Council of Namibia with receipt of paid-up registration plus approximately six (6) years' experience in social work. Must be in possession of a valid driver's license and willingness to obtain authorization to drive a GRN vehicle (if not in position of one already).

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level.

**Duties:**

- To assist in the management of the Specialized Social Welfare Services programme within the Division: Social Welfare Services and to ensure quality service delivery;
- Assist to ensure the correct implementation of the provisions of all applicable legislation;
- Set standards by assisting in the development of new and revision of existing legislation, manuals, guidelines, programmes and policies with regard to statutory services;

- Advocate for and raise awareness with regard to issues concerning statutory services, welfare organizations, residential care and subsidies/financial assistance;
- Assist with establishment of Welfare Organization committees in the Regions;
- Develop pamphlets on welfare organizations, alcohol and drug treatment institutions and residential care facilities for older people;
- Organize annual stakeholders meetings;
- Organize annual welfare organizations conference;
- Review and update welfare organization list;
- Develop and keep relevant registers and computerized data base with regard welfare organizations, residential care facilities and alcohol and drug treatment centres;
- Conduct annual support visits to Regional Welfare Organizations forums;
- Conduct regular inspections to welfare organization throughout the country;
- Conduct regular inspections to alcohol and drug treatment centres throughout the country; and
- Assist with compiling of annual report as part of the National Level team on the planned activities of the Subdivision: Specialized Social Welfare Services.

**Enquiries:** Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189.

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**DIRECTORATE: SOCIAL WELFARE SERVICES**  
**SECTION: ETEGAMENO REHABILITATION AND RESOURCE CENTRE**

<b>Job designation</b>	:	Senior Social Worker Grade 7
<b>1xPost</b>	:	Windhoek ( <b>Brakwater</b> )
<b>Salary Scale</b>	:	N\$291,128 - N\$347,926
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum

**Minimum Requirements:** A Bachelor Degree in Social Work and registration as a Social Worker with the Social Work and Psychology Council of Namibia with receipt of paid-up registration or a renewed card.

**Additional Requirements:** Candidate must have appropriate three (3) years' experience in social work. Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

**Duties:**

- Provide Case management services for clients at ERRC. Co-facilitate the roll out of the Outpatient Treatment Programme for Substance Use.
- Prepare presentations on substances Use upon request by various OMA. Network with stakeholders and treatment volunteers.
- Provide substance use treatment and recovery management trainings to the Regional Health Care Workers.

- Co-ordinate the implementation of inpatient treatment programmes with ERRC stakeholders/partners. Coordinate and implement of regional aftercare programmes.
- Develop Treatment guidelines. Develop and update the social work ERRC inpatient Standard Operating Procedure. Co-ordinate discharge ceremony

**Enquiries:** Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189.

**DEPARTMENT OF HEALTH & SOCIAL WELFARE POLICY  
SUBSECTION: QUALITY NURSING CARE**

<b>Post Designation</b>	:	Chief Registered Nurse Grade 6
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 199
<b>Transport Allowance</b>	:	N\$10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum

**Minimum requirement:** Registration as Registered Nurse or Midwife/Accoucheur with the Health Professions Council of Namibia plus five years appropriate experience in healthcare- setting. Sound knowledge of Policy development, Nursing ethics and quality management.

**PRIMARY PURPOSE:**

To ensure standards settings and the provision of quality healthcare services nationally.

Monitoring the adequacy of nursing and midwifery service provision, evaluating compliance with established quality standards, and safeguarding patient safety through continuous oversight and improvement.

Enquiries: Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189.

**DIRECTORATE: HEALTH INFORMATION AND RESEARCH  
DIVISION: INFORMATION TECHNOLOGY MANAGEMENT  
SUBDIVISION: SYSTEMS DEVELOPMENT AND MAINTANANCE**

<b>Post Designation</b>	:	Senior Analyst Programmer Grade 7
<b>1xPost</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$ 291, 128 –N\$ 347, 926
<b>Transport Allowance</b>	:	N\$10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum

**Minimum Requirements:** A Diploma in Programming on NQF L6 (or equivalent).

**Additional requirements:** Candidates must have experience in the management, software development, development and enhancement of systems. Candidates with experience in health systems or Diploma in PC Engineering will have an advantage.

**Key responsibilities:**

- Engage with users and stakeholders to gather and evaluate business requirements. Design effective and efficient system solutions, ensuring compatibility with existing infrastructure and future scalability.
- Write clean, maintainable, and efficient code using modern programming languages and frameworks. Lead the development of new applications and enhancements to existing systems.
- Perform unit testing, integration testing, and coordinate user acceptance testing (UAT). Ensure systems meet performance, security, and usability standards.
- Guide and mentor junior developers and programmers. Review code and ensure best practices in software engineering are followed.
- Produce and maintain technical documentation including design specs, code comments, user manuals, and change logs. Prepare progress reports and provide updates to management.
- Troubleshoot issues and provide ongoing support for deployed systems. Apply patches, perform updates, and ensure system reliability and uptime.
- Work closely with stakeholders, system administrators, and end users. Participate in cross-functional teams and agile development cycles.

**Enquiries:** Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189.

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**DIRECTORATE: HEALTH INFORMATION AND RESEARCH**  
**DIVISION: INFORMATION TECHNOLOGY MANAGEMENT**  
**SUBDIVISION: DATA CENTRE AND CORE INFRASTRUCTURE SERVICES**

<b>Post Designation</b>	:	Senior System Administrator Grade 7
<b>1xPost</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$ 302, 890 – N\$347 926 (P)
<b>Transport Allowance</b>	:	N\$10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum

**Minimum Requirements:** A Degree in Information Technology on NQF L7.

**Additional requirements:** Candidates with experience in systems and network administration will have an advantage.

**Key responsibilities:**

- Systems Administration & Infrastructure Management: Install, configure, and maintain servers (Windows, Linux/Unix).
- Oversee storage systems, backups, disaster recovery solutions, and server patch management.
- Monitor, configure, and troubleshoot LAN/WAN, firewalls, VPNs, switches, and routers. Ensure network security and performance optimization. Coordinate with vendors or telecom providers when needed.
- Implement and enforce IT security policies and procedures. Ensure systems comply with internal controls and external regulations (e.g., GDPR, ISO standards). Monitor for and respond to system security breaches or incidents.

- Use system monitoring tools (e.g., Nagios, Zabbix, SolarWinds) to assess performance and identify issues. Optimize system performance, storage, and usage.
- Administer Active Directory, LDAP, Group Policy, email services, and user permissions. Manage identity and access controls across systems.
- Provide 2nd/3rd level technical support to users and IT staff.
- Mentor and guide junior system administrators or IT support technicians. Participate in IT planning and infrastructure strategy discussions.
- Maintain up-to-date documentation for systems configurations, processes, and incident resolutions. Generate reports on system uptime, capacity, incidents, and service levels.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Reference checks will be conducted on the first three highest scorers of the post after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. **All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).**

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

**Applications must be addressed to:**

**The Executive Director  
Ministry of Health and Social Services  
Head Office,  
Private Bag 13198  
Windhoek.**

**Hand delivery to: Human Resources Management office, Ministerial Building (Head Office) Harvey Street, Windhoek.**

**Enquiries:** Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189.



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

**DIRECTORATE: IMMIGRATION CONTROL AND CITIZENSHIP**

**DIRECTORATE: IMMIGRATION AND BORDER CONTROL**

**DIVISION: OMUSATI AND KUNENE REGIONS**

**SUBDIVISION: OMUSATI REGION**

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

**Minimum Requirements:** A National Diploma on NQF Level 6 in Immigration Management or Public Administration/ Business Management or Political Science or Security/ Law related fields plus Six (6) years approximate appropriate experience in related fields.

**Enquiries:** Ms. T.P Nandago Tel: 0819510113

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**DIRECTORATE: IMMIGRATION AND BORDER CONTROL**  
**DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS**

<b>Post Designation</b>	:	Senior Immigration Officer 9
<b>2xPosts</b>	:	Mata Mata Border Post
	:	Velloorsdrift Border Post
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Salary Notch</b>	:	N\$195,216
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields plus Five (5) years approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) approximate years of experience in related field.

NB: Candidates interested in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

**Enquiries:** Mr. S. Hashipala Tel: 0819510108

**DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP**  
**DIRECTORATE: IMMIGRATION AND BORDER CONTROL**  
**DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS**

<b>Post designation</b>	:	Immigration Officer Grade 10
<b>4xPosts</b>	:	Ngoma Border Post
	:	Kasika Border Post
	:	Visas and Permits
	:	Surveillance
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Salary Notch</b>	:	N\$159,505
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields.

**Enquiries:** Mr. S. Hashipala Tel: 0819510108

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**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT**  
**DIRECTORATE: REFUGEE MANAGEMENT**  
**DIVISION: REFUGEE PROGRAM MANAGEMENT**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level (6) in Business Administration or Public Administration or Refugee Management or Law/Legal Studies or security or political science or related fields plus Six (6) years approximate appropriate experience in related fields.

**Enquiries:** Ms. V. Shanghala Tel: 081951011

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**DIRECTORATE: NATIONAL CIVIL REGISTRATION**  
**REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION**  
**SUB-DIVISIONS: REGIONAL OFFICES**

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AUGUST 2025

## SECTION: SUB-REGIONAL OFFICES

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>3xPosts</b>	:	Omaruru Regional Office
	:	Outjo Sub-Regional Office
	:	Rosh Pinah Sub-Regional Office
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Salary Notch</b>	:	N\$159,505
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus 1-year approximate appropriate experience in Civil Registration or related fields.

**OR** a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Civil Registration or related fields.

**Enquiries:** Mr. D. Joseph 0819510112 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 Evaluations. Failure to attach such 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.

**No late application will be considered. Failure to complete all items on the application form (156043) and not attaching all necessary certified documents will automatically 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  
Private Bag 13200  
WINDHOEK**

**Or hand delivery to:**

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

## WINDHOEK

**Enquiries:** Ms Foibe N. Shilinge Tel. 0819511011 | E-mail Address:  
Foibe.Shilinge@mha.gov.na

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## MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

**DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES**

**DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES**

**SUBDIVISION: REGIONAL OFFICES**

<b>Post Designation</b>	:	Chief Information Officer Grade 6
<b>1xPost</b>	:	Windhoek (Head Office)
<b>Scale of Salary</b>	:	N\$ 354, 883 – N\$ 42, 119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum Requirements:** An appropriate B-Degree on NQF L7 in Journalism, Communication, Media studies, plus 5 years' appropriate experience in Information Management Services, Radio or television production or media industry of which three (3) years should be at a senior/supervisory level. **Candidates will be subjected to a written aptitude test.**

**Enquiries:** Mr. Reagan Malumo Tel: 061 283 2714. M, Cell: OR Ms. Sigrid Ashikuti, Tel. 061 283 2360

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**DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES**

**DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES**

**SUBDIVISION: AUDIOVISUAL PRODUCTION & REGIONAL OFFICES**

**SECTION: OSHANA REGIONAL OFFICE**

<b>Post Designation</b>	:	Information Officer Grade 8
<b>1xPost</b>	:	Oshakati
<b>Scale of Salary</b>	:	N\$ 238, 825 – N\$ 285, 420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate B-Degree qualification on NQF L7 in Journalism, Media Studies or Mass Communication. **Candidates will be subjected to a written aptitude test.**

**Note should be taken that this post is under a delegated function in Oshana Regional Council and therefore, the person should be prepared to be seconded to Oshana Regional Council upon appointment and at a later stage to be devolved into that Regional Council.**

**Enquiries:** Ms. Hileni Mwandingi, Tel. 065 220 562 OR Ms. Sigrid Ashikuti, Tel. 061 283 2360

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**DIVISION: SECURITY AND RISK MANAGEMENT SERVICES**

<b>Post Designation</b>	:	Security Operations Officer Grade 8
<b>1xPost</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$ 238, 825 – N\$ 285, 420

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**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.

**Additional requirements:** An appointment in this position is subject to a vetting process. A completed police, military, correctional service or security management basic training. Confirmation of probation is subject to the successful completion of an Advanced Security Awareness Training by Namibia Central Security Intelligence Service (NCIS).

**Enquiries:** Mr. Mberii Kapuku, Tel. 061 283 2368 OR Ms. Sigrid Ashikuti, Tel. 061 283 2360

**Note:** All applications should be done on Form 156043, (obtained at any government office) and accompanied by a comprehensive CV and original certified copies of qualification (s) and ID by the Namibian Police. All foreign obtained qualification (s) must be accompanied by an evaluation from the Namibia Qualification Authority (NQA). Candidates within the Public Service must attach proof of probation confirmation letter on the current position. **Proof of experience (testimonials or certificate of service bearing an official stamp) must be attached. Failure to submit all required document(s) will automatically disqualify the applicant.**

**NB:** In terms of Affirmative Action Plan, qualifying women and persons with disabilities are encouraged to apply.

**The application forms must be addressed to:**

**The Executive Director  
Ministry of Information and Communication Technology  
Private Bag 13344  
Windhoek**

**OR**

**Hand delivery at:**

**The Human Resources Office  
301, Trust Building, 2nd floor,  
Independence Avenue, Windhoek**

**Enquiries:** Ms. Sigrid Ashikuti, Tel. 061 283 2360

## **MINISTRY OF JUSTICE AND LABOUR RELATIONS**

### **DIRECTORATE: CENTRAL ADMINISTRATION DIVISION: GENERAL & AUXILIARY SERVICES SUBDIVISION: HUMAN RESOURCES MANAGEMENT**

<b>Post Designation</b>	:	Senior Human Resource Practitioner Grade 7
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 291 128 – 347 926
<b>Housing Allowance</b>	:	N\$ 17 424 per annum
<b>Transport Allowance</b>	:	N\$ 10 512 per annum

#### **To be successful in this role you should have**

- A Bacheor Degree in Human Resources Management or related field at NQF Level 7.
- Minimum of six (6) years relevant experience in Human Resource Management.
- Candidates should have extensive knowledge of Public Service Staff Rules and regulations, labour laws, Public Service Act, Labour Act, Affirmative Action Act as well as HR best practices.

#### **Key competencies**

- Strong understanding of the public service HR policies and legal frameworks;
- Ability to work and manage very demanding Directorates;
- Excellent communication and interpersonal skills;
- Knowledge in labour relations and disciplinary procedures; and
- Excellent writing, planning and organisational skills.

#### **Key responsibilities**

##### **Strategic direction and organisational alignment**

- Understand the organizational key strategic vision and future objectives and align workforce needs to achieve organizational objectives.
- Assist with the executions of the strategic initiatives of the subdivision.
- Monitor and ensure monthly update of the organizational establishment and alignment.

##### **Performance Management System and training and development**

- Assist with the development of Performance Agreements of Junior staff/ subordinates and provide guidance on executions of their KPI's.
- Ensure completion of Performance Agreements and quarterly reviews for subordinates and ensure submission to Training Division.
- Determine training needs for the subordinates and liaise with the Training Division to ensure implementation.

##### **Recruitment process and onboarding**

- Analyze current workforce needs, forecast future workforce requirements and ensure timeously filling of vacancies for the assigned Directorates.

- Assist with the talent management strategies initiatives (talent retention, training development and succession planning).
- Prepare advertisement of posts in compliance with PSSR requirements.
- Attend to shortlisting, conduct interviews and ensure that all staff movements (appointments, promotions, transfers and exits) are effectively processed.
- Provides induction and orientation to new recruited staff members as well as serving staff members when required.
- Provide new staff with necessary information and create welcoming, informative and supportive experience.
- Handle and supervise recruitment process and ensure procedural compliance.

#### **Labour relations and Employees discipline**

- Attend to staff grievances and ensure discipline to assigned Directorates.
- Handle misconduct cases and address labour related matters for the assigned Directorates.
- Assist and advice line management in handling employee discipline and disciplinary processes and labour related issues as directed by CHRP.
- Attend to disciplinary enquiries and ensure appropriate disciplinary actions are implemented effectively.
- Conduct regular staff information sharing sessions on employee discipline and misconduct.

#### **HR Administration and reporting**

- Provide advice on the interpretation of HR staff rules and regulations to staff members and line managers and ensure proper application thereof.
- Prepare HR related submissions to various stakeholders.
- Ensure timeously preparation and submission of monthly, quarterly and annual HR reports and statistics e.g. Wage bill reports, Payroll verification reports and Affirmative Action etc.
- Advice staff and management on HR policies and procedures.
- Train, coach and mentor subordinates and provide guidance on performance related matters.
- Organise subdivisonal meetings to review progress and address emerging HR matters.
- Conduct regular HR information sharing sessions with staff members and head of the Directorates.
- Execute any other duties assigned by the Chief HR Practitioner or Deputy Director or any other authorized person.

**Enquiries:** Ms Johanna Kapembe, Tel: 061-280 5270 or Mrs Elizabeth Ameya-Shonghela at Tel: 061-280 5295.

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#### **DIVISION: FINANCE AND BUDGETING**

<b>Post Destination</b>	:	Chief Accountant Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary scale</b>	:	N\$ 354 883- 424 119 per annum
<b>Housing Allowance</b>	:	N\$ 10 512 per annum
<b>Transport Allowance</b>	:	N\$ 17 424 per annum

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**To be successful in this role you should have**

- An appropriate National Diploma majoring in Accounting and Finance on NQF level 6.
- 6 years proven experience in accounting system and/ or Financial Management.
- Knowledge of the Government accounting system Integrated Financial Management System (IFMS).
- Knowledge of interpretation of financial statements.
- Preference will be given to candidates with proven four (4) years of experience and extensive knowledge in Revenue, Accounts Payable, DSA, Payroll, Accounts Payable, General Ledger and Government accounting systems.
- Senior Accountant position for at least four years.

**Key responsibilities**

- Assist with Budget formulation and execution;
- Draft Financial submissions to treasury;
- Assist with the preparation of the Ministry annual budget;
- Assist the Deputy Director to manage accounts payable, payroll, DSA as well as the monthly revenue and expenditure of the Ministry;
- Prepare reconciliation of ledger and suspense accounts;
- Submit quarterly reports on budget expenditure to the Deputy Director, Finance and Budgeting;
- Attend to audit queries;
- Ensure compliance with State Finance Act, Treasury Instruction and accounting policies and procedures;
- Provide supporting information for annual audits and liaise with the office of the Auditor General
- Train, coach and mentor staff; and
- Execute any other duties assigned by the Deputy Director: Finance and Budgeting or any other authorized person.

**Enquiries:** Ms Johanna Kapembe, Tel: 061-280 5270 or Mrs Elizabeth Ameya-Shonghela at Tel: 061-280 5295.

**Applicants should note the following:**

- Applications should be done on Form 156043, (obtainable at any government office) and must be accompanied by a comprehensive CV, certified copies of educational qualification(s) and Identity Documents.
- Applicants within the Public Service must attach proof of confirmation of probation on their current positions of HRP.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- Applicants who only partially complete and /or do not sign application forms, or failed to attached all required document(s) will automatically disqualified.
- Candidates with Curriculum Vitae which do not clearly indicate the years of experience and exact type of working experience will not be considered.

- Faxed applications will not be considered.
- Applicants in designated groups are encouraged to apply.

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

**The application forms must be addressed to:**

**The Executive Director,  
Ministry of Justice and Labour Relations  
Private Bag 13302,  
WINDHOEK**

**OR hand delivery at:**

**Human Resources Office, Ministry of Justice and Labour Relations  
Ground Floor, Tala Building (old FNB Building), Independence Avenue.**

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## MINISTRY OF URBAN AND RURAL DEVELOPMENT

**DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT**  
**DIRECTORATE: RURAL DEVELOPMENT**  
**DIVISION: SECTOR DEVELOPMENT COORDINATION**  
**SUBDIVISION: ONGWEDIVA RURAL DEVELOPMENT CENTRE**

**Post designation** : Accounts Assistant Grade 11  
**1xPost** : Ongwediva  
**Salary Scale** : N\$ 132,987 – N\$ 159,505  
**Housing Allowance** : N\$ 13,944 per annum  
**Transport Allowance** : N\$ 10,512 per annum

**Minimum requirements:** A Grade 12 Certificate (NQF Level 3)

**Additional Requirements:** A National Diploma in Accounting and Finance or equivalent qualification on NQF Level 6 plus two (2) years proven appropriate experience in accounting environment.

**Enquiries:** Ms. Aurelia Hatutale, Tel: 061 297 5044

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**DIRECTORATE: HABITAT AND HOUSING DEVELOPMENT**  
**DIVISION: TECHNICAL SERVICES**  
**SUBDIVISION: TECHNICAL SERVICES AND INSPECTIONS**

**Post designation** : Chief Engineer Grade 5 (Civil)  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 432,601 – N\$ 517,195  
**Housing Allowance** : N\$ 17,424 per annum  
**Transport Allowance** : N\$ 10,512 per annum

**Minimum requirements:** An appropriate Bachelor's Degree in Civil Engineering at NQF Level 7, registration as a Professional or Incorporated Engineer with the Engineering Council of Namibia (Proof of registration must be attached ) plus six (6) years appropriate experience.

**Additional Requirements:** The applicants must be in possession of a valid driver's license.

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**SUBDIVISION: TECHNICAL SERVICES AND INSPECTIONS**

**Post designation** : Chief Works Inspector Grade 7  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 291,128 – N\$ 347,926  
**Housing Allowance** : N\$ 17,424 per annum  
**Transport Allowance** : N\$ 10,512 per annum

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**Minimum requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 plus four (4) years appropriate experience

**OR**

An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience

**OR**

An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus ten (10) years appropriate experience.

**Additional Requirements:** The applicants must be in possession of a valid driver's license.

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#### **SUBDIVISION: TECHNICAL SERVICES AND INSPECTIONS**

<b>Post designation</b>	:	Senior Works Inspector Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 238,825 – N\$ 285,420
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 plus two (2) years appropriate experience

**OR**

An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience

**OR**

An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience.

**Additional Requirements:** The applicants must be in possession of a valid driver's license.

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#### **SUBDIVISION: TECHNICAL SERVICES AND INSPECTIONS**

<b>Post designation</b>	:	Works Inspector Grade 9
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 195,216 – N\$ 234,144
<b>Housing Allowance</b>	:	N\$ 13,944 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 plus two (2) years appropriate experience

**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 recognized N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience.

Enquiries: Mr. Festus Haihambo, Tel: 061 – 297 5046

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**DEPARTMENT: UB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES AFFAIRS**  
**DIRECTORATE: REGIONAL AND LOCAL GOVERNMENT, AND TRADITIONAL**  
**AUTHORITIES COORDINATION**  
**DIVISION: REGIONAL COUNCILS AND TRADITIONAL AUTHORITIES COORDINATION**  
**SUBDIVISION: TRADITIONAL AUTHORITIES ADMINISTRATIVE SUPPORT SERVICES**

<b>Post designation</b>	:	Chief Administrative Officer Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 238,825 – N\$ 285,420
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** A National Diploma or equivalent qualification (NQF Level 6) plus three (3) years appropriate experience.

**Main Duties of the job**

- Coordination of Community Trust Funds;
- Processing of applications for recognition of new traditional authorities;
- Processing of appointment of traditional leaders;
- Respond to official notifications in respect of designation of traditional Chiefs and appointment of Senior and Traditional Councillor;
- Conduct ministerial investigations on traditional authorities matters
- Capacity building of traditional authorities;
- Should have sound knowledge of Traditional Authorities and experience
- Assist in the identification of office needs for traditional authorities;
- Supervises and coordinates day to day activities of subordinates;
- Renders assistance and advice to Traditional Authority with regard to procedural and legal matters;
- Liaise with Government Attorney on court cases/legal advise related to traditional authorities;
- Prepare submission to Minister on removal/appointment of official recognition of traditional authorities to the President;

- Liaise with legal drafters on proclamation, Government Notice and amendments of Government Notice No. 65 of 31 March 1998; and
- Any other duties assign by the supervisor

#### **SUBDIVISION: REGIONAL COUNCIL SUPPORT SERVICES**

<b>Post designation</b>	:	Senior Administrative Officer Grade 10
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 159,505 – N\$ 191,312
<b>Housing Allowance</b>	:	N\$ 13,944 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** A 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

#### **Main Duties of the job**

- Scrutinize and summarize critical issues in the minutes of Council meetings and follow up irregularities;
- Ensure that incoming and outgoing correspondences are properly recorded and taken to registry for filing;
- Assist with the promulgation of regulations and model regulations;
- Prepare submission for approval of by-laws to the Minister and thereafter promulgation;
- Facilitate the Declaration of settlements process;
- Arrange the promulgation of regulations and model regulations;
- Prepare Submission for the approval of Joint Ventures Agreements;
- Facilitate training on administrative and legal matters;
- Routine monitoring of efficiency and compliance with operational legislative provisions;
- Liaise with Government Attorneys and Legal Drafters concerning draft legislations/by-laws, proclamation and general notices;
- Ensure that outgoing correspondences are dispatched timeously;
- Any other duties assign by the supervisor.

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#### **SUBDIVISION: TRADITIONAL AUTHORITIES ADMINISTRATIVE SUPPORT SERVICES**

<b>Post designation</b>	:	Administrative Officer Grade 12
<b>1xPost</b>	:	Windhoek

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<b>Salary Scale</b>	:	N\$ 107,753 – N\$ 129,240
<b>Housing Allowance</b>	:	N\$ 13,944 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** Grade 12 Certificate (NQF Level 3) or equivalent qualification

### **Main Duties of the job**

- Ensure that incoming and outgoing correspondences are properly recorded and taken to registry for filing;
- Receive and forward S & T Advance and Claim forms for Traditional Leaders to Creditors;
- Computerise and update Traditional Authorities data;
- Ensure that outgoing correspondences are dispatched timeously;
- Make bookings and travel arrangements for traditional leaders on Ministerial mission;
- Prepare internal memo to salary office to stop allowance payment of the deceased, removed or resigned traditional leaders;
- Prepare internal memo to salary office for the allowances payment to newly appointed traditional leaders;
- Carry out any other work assigned by the supervisor;

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### **DIVISION: FINANCIAL MANAGEMENT SUBDIVISION: REGIONAL COUNCIL FINANCE**

<b>Post designation</b>	:	Senior Accountant Grade 7
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 291,128 – N\$ 347,926
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** An appropriate Diploma or equivalent qualification at NQF Level 6 majoring in Accounting plus five (5) years appropriate experience in the field of Finance.

**Additional Requirements:** Knowledge of VIP Payroll, Pastel systems and the IPSAS reporting framework will serve as an advantage.

**Enquiries:** Ms. Frieda Andreas, Tel: 061 – 297 5286

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### **OFFICE OF THE EXECUTIVE DIRECTOR DIVISION: INTERNAL AUDIT**

<b>Post Designation</b>	:	Internal Auditor Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 238,825 – N\$ 285,420
<b>Housing Allowance</b>	:	N\$ 17,424 per annum

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

**Transport Allowance** : N\$ 10,512 per annum

**Minimum Requirements:** An appropriate B. Degree or equivalent qualification on NQF Level 7 plus three (3) years appropriate experience. Confirmation of probation is subject to the issuance of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance and Public Enterprises.

**Job Description:**

- Preparation and Submission of proposals to the supervisor regarding the audit plans and the intended tests to be carried out of the audits after having reviewed the internal controls and evaluating audit risks;
- Draw up a draft plan for routine audits intended to be carried out during the year and submit it to the supervisor (Chief Internal Auditor Grade 6);
- Application of standard audit procedures and techniques to ensure proper audit findings;
- Execution of routine audits in accordance with the approved annual audit plan;
- Verification of the completeness of accounts, registers and other records of the auditees;
- Document audit evidence, conclusions and recommendations according to agreed filing standard
- Drafting management letters, submissions and liaise verbally with departmental heads in connection with audit findings and audit follow-ups and
- filing of all correspondences resulting from the audit management letters and comments.

**Enquiries:** Mr. Martin Ngubai, Tel: 061 – 297 5842

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

**DIVISION: ADMINISTRATION AND SUPPORT SERVICES**

**SUB-DIVISION: AUXILIARY SERVICES**

**SECTION: STOCK CONTROL**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 159, 505 – N\$ 191, 312
<b>Housing Allowance</b>	:	N\$ 13, 944.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum

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

**Main Duties:**

- Administer the work of the section
- Regular verifications of consumables and non-consumables items
- Verifying of income and outgoing items

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- Ensure proper posting of E-Class and A-Class items to the relevant registers
- Ensure that inventories are updated;
- Responsible for purchasing or contracting cellphones with MTC for Management Cadres, and Political Office Bearers;
- Submitting of stock-taking reports to Treasury from 14 Regional Council;
- Ensure that stock is available or order on time;
- Serve as Secretariat to Loss and Damage Committee;
- Monitor the attendance of subordinates;
- Monitor the performance of subordinates;
- Maintain discipline;
- Carry out performance assessments; and
- Any other duties assigned by supervisor.

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#### SECTION : TRANSPORT

<b>Post Designation</b>	:	Artisan Grade 10
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 159, 505 – N\$ 191, 312
<b>Housing Allowance</b>	:	N\$ 13, 944.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum

**Minimum Requirements:** Completed apprenticeship **OR** a Trade Diploma issued in terms of existing legislation.

**Additional Requirements:** Candidate must have at least three (3) years appropriate experience in Mechanical (Auto) related environment plus A valid driver's License Code C1.

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#### SECTION: TRANSPORT

<b>Post Designation</b>	:	Administrative Officer Grade 12
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 107,753 – N\$ 129,240
<b>Housing Allowance</b>	:	N\$ 13, 944.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum

**Minimum Requirements:** A Grade 12 certificate on NQF level 3

#### Main Duties :

- Issuing of maintenance cards to Drivers;
- Issuing of requisitions for services, repair, panel beating and purchase of tires and accessories;
- Cancellation of maintenance card;
- Receiving, recording and verifying of debit acceptance from the Government Garage and prepare ministerial debit acceptance approval form for the Ministry hired fleet;
- Responsible for licensing of vehicles;

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- Co-ordinate ministerial fleet management committee meetings;
- Compiling of quarterly, monthly and annual cost report for fuel and maintenance;
- Receiving and recording of potential fraud activity reports from the fuel cards service provider;
- Serving as the Secretariat to the ministerial fleet management committee;
- Ensure that proper filing is maintained for all activities taking place in the transport section; and
- Make monthly random checks to ensure that expired fleet licenses had been renewed and fitted on the vehicles.

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#### **SECTION: TRANSPORT**

<b>Post Designation</b>	:	Driver Grade 12
<b>2xPosts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 107,753 – N\$ 129,240
<b>Housing Allowance</b>	:	N\$ 13, 944.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum

**Minimum Requirements:** Grade 10 or equivalent Certificate on NQF L2 and a valid driver's license

#### **Main Duties:**

- Transport staff members for official duties;
- Complete log sheets;
- Check oil, water, tyre pressure and other accessories;
- Record and submit fuel vouchers;
- Report any accident and damage to vehicle; and
- Contribute to the monthly report.
- Ensure cleanness on the Ministerial Fleet

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#### **SECTION: REGISTRY**

<b>Post Designation</b>	:	Administrative Officer Grade 12
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$107, 753 – N\$ 129, 240
<b>Housing Allowance</b>	:	N\$13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirement:** A Grade 12 Certificate (NQF Level 3)

**Enquiries:** Mr. Ericksson Hailaula, Telephone: 061-297 5105

#### **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 required documents will disqualify the application.**
- 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.
- Applicants outside the Public Service must attach testimonial or confirmation letter of the current employment to their application forms.
- Emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
- The prescribed Application form (form 156043 obtainable at all Government Offices, Ministries and Agencies) must be used/completed fully and together with a comprehensive Curriculum Vitae and originally 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  
First Floor, Office No. 108  
Government Office Park, Luther Street**

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## KAVANGO EAST REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE SUBDIVISION: LIBRARY, ARCHIVES AND INFORMATION SERVICES

<b>Post Designation</b>	:	Librarian Grade 6
<b>1 x post</b>	:	Rundu
<b>Salary Scale</b>	:	N\$ 354,883- N\$ 424,119
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Appointment requirements:** A B. degree (or equivalent qualification) on NQF L7.

**Supplementary Selection Requirements:** Candidates should have a valid driver's licence

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### SUBDIVISION: LIBRARY, ARCHIVES AND INFORMATION SERVICES

<b>Post Designation</b>	:	Assistant Archivist Grade 10
<b>1 x post</b>	:	Rundu
<b>Salary Scale</b>	:	N\$ 159, 505- N\$ 191, 312
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Appointment requirements:** An appropriate Diploma on NQF L6 (or equivalent qualification).

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### SECTION ARTS AND CULTURE SUBSECTION: CULTURE

<b>Post Designation</b>	:	Senior Culture Officer Grade 8
<b>1 x post</b>	:	Rundu
<b>Salary Scale</b>	:	N\$ 238,825- N\$ 285,420
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Appointment requirements:** An appropriate National Diploma or equivalent qualification on NQF L6.

**Supplementary Selection Requirements:** Candidates should have a valid driver's licence

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### SUBDIVISION: SPECIAL EDUCATION PROGRAMMES

<b>Post Designation</b>	:	Chief Education Officer Grade 5
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<b>1 x post</b>	:	Rundu
<b>Salary Scale</b>	:	N\$ 432, 601- N\$ 517, 195
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10 512 per annum

**Appointment requirements:** An appropriate Degree or equivalent on NQF Level 7 plus 5 years appropriate experience

**OR**

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

**Supplementary Selection Requirements:**

- An appropriate Degree or equivalent qualification in Inclusive Education /Education phycology /Special Education or related fields on NQF Level 8 plus 3 years appropriate experience

**Or**

- An appropriate Degree or equivalent qualification in Inclusive Education /Education phycology /Special Education or related fields on NQF Level 7 plus 5 years appropriate experience
- Candidates must be in possession of a valid Driving Licence and computer literacy.

**SUBDIVISION: PROFESSIONAL DEVELOPMENT  
DIVISION: ADVISORY SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Geography & History Grade 8-12)
<b>1 x post</b>	:	Rundu
<b>Salary Scale</b>	:	N\$ 354, 883- N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Appointment 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 Selection Requirements**

- Specialised and proven experience in Geography and History in Secondary Education will be added advantage.
- Valid Driver's licence.

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (English Grade 8-12)
<b>1 x post</b>	:	Rundu
<b>Salary Scale</b>	:	N\$ 354, 883- N\$ 424, 119

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**Housing Allowance** : N\$17, 424 per annum  
**Transport Allowance** : N\$ 10,512 per annum

**Appointment 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 Selection Requirements**

- Specialised and proven experience in English in Secondary Education will be added advantage.
- Applicant must have taught English at advanced subsidiary for 3 years and proof must be attached.
- Valid Driver's licence.

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**Post Designation** : Senior Education Officer Grade 6  
(Social studies Grade 4-7)  
**1 x post** : Rundu  
**Salary Scale** : N\$ 354, 883- N\$ 424, 119  
**Housing Allowance** : N\$17, 424 per annum  
**Transport Allowance** : N\$ 10,512 per annum

**Appointment 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 Selection Requirements**

- Specialised and proven experience in Social studies will be added advantage.
- Valid Driver's licence.

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### **CIRCUIT: SHINYUNGWE CIRCUIT**

**Post Designation** : Principal Grade 5  
**1 x post** : Shamangorwa Secondary School  
**Salary Scale** : N\$ 432, 601 - N\$ 517, 195  
**Housing Allowance** : N\$17, 424.00 per annum  
**Transport Allowance** : N\$ 10, 512 per annum  
**RHA** : N\$ 13, 800.00 per annum

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

**OR**

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

**Supplementary requirements:** Only candidates trained and qualified to teach one of the subject offered at the school at **Senior Secondary phase** will be considered.

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<b>Post Designation</b>	:	Chief Hostel Matron Grade 12
<b>1 x post</b>	:	Linus Shashipapo Secondary School
<b>Salary Scale</b>	:	N\$107, 753 - N\$ 129, 240
<b>Housing Allowance</b>	:	N\$13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 9, 000 per annum

**Appointment requirements:** A Grade 10 or equivalent qualification on NQF Level 2.

**Supplementary requirements:** A candidate should have 3 years' experience as a Hostel Matron.

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#### **CIRCUIT: MUKWE CIRCUIT**

<b>Post Designation</b>	:	Head of Department Grade 6
	:	Commerce (Accounting & Entrepreneurship Grade 8-12 or Accounting and Business Studies or Economics Grade 10-12)
<b>1 x post</b>	:	Max Makushe Secondary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 9,000.00 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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
	:	Languages (English & Thimbukushu) Grade 8-9
<b>1 x post</b>	:	Max Makushe Secondary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 9,000.00 per annum

**Appointment requirements:** A recognized 3-year tertiary teaching qualification

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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 subjects 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 & Science Grade 8-12
<b>1 x post</b>	:	Max Makushe Secondary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 9,000.00 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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 & Science Grade 8-11
<b>1 x post</b>	:	Andara Secondary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 9,000.00 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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
	:	Pre-primary – Grade 3 (English and Thimbukushu)
<b>1 x post</b>	:	Diyana Secondary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 13, 800.00 per annum

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

**OR**

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

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<b>Post Designation</b>	:	Head of Department Grade 6
	:	Languages Grade 8-9 (English & Thimbukushu)
<b>1 x post</b>	:	Martin Ndumba Secondary School
<b>Salary Scale</b>	:	N\$ 354 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 13, 800.00 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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 & Integrated Natural Science Grade 4-7
<b>1 x post</b>	:	Kippi George Primary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 13, 800.00 per annum

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

**OR**

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

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<b>Post Designation</b>	:	Chief Hostel Matron Grade 12
<b>1 x post</b>	:	Divundu Secondary School
<b>Salary Scale</b>	:	N\$107, 753 - N\$ 129, 240
<b>Housing Allowance</b>	:	N\$13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 9, 000 per annum

**Appointment requirements:** A Grade 10 or equivalent qualification on NQF Level 2.

**Supplementary requirements:** A candidate should have 3 years' experience as a Hostel Matron.

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### **CIRCUIT: RUNDU CIRCUIT**

<b>Post Designation</b>	:	Head of Department Grade 6
	:	Commerce Grade 8-12 (Accounting & Entrepreneurship Grade 8-12 or Accounting and Business Studies or Economics Grade 10-12)
<b>1 x post</b>	:	Rundu Secondary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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 & Science (Physical Science or Physics or Chemistry or Biology or Computer Science) Grade 8-12
<b>1 x post</b>	:	Rundu Secondary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance :</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

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

**OR**

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

### **Supplementary Selection Requirements**

- Candidates must have at least 1-2 years teaching experience in one of the subjects on NSSCO, NSSCH or NSSCAS level will be added advantage.
- A reference letter or testimonial must be included where the experience is clearly stated.

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<b>Post Designation</b>	:	Head of Department Grade 6
	:	Mathematics & Science Grade 8-12
<b>1 x post</b>	:	Elia Neromba Secondary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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
	:	Commerce (Accounting & Entrepreneurship Grade 8-12 or Accounting and Business Studies or Economics Grade 10-12)
<b>1 x post</b>	:	Elia Neromba Secondary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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
	:	Pre- primary - Grade 3 (English & Rukwangali)
<b>1 x post</b>	:	Sarusungu Junior Primary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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
	:	Pre- primary - Grade 3 (English and Rukwangali)
<b>1 x post</b>	:	Hompa Sophia Mundjembwe Junior Primary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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
	:	Languages Grade 4-7 (English & Rukwangali or Rumanyo)
<b>1 x post</b>	:	Rebeka Kambundu Primary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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
	:	Languages Grade 8-9 (English & Rukwangali)
<b>1 x post</b>	:	Ndama Combined School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

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

**OR**

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

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#### **CIRCUIT: NDIYONA CIRCUIT**

<b>Post Designation</b>	:	Head of Department Grade 6
	:	Pre- primary - Grade 3 (English & Rumanyo)
<b>1 x post</b>	:	Neyuva Secondary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424,119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 13, 800.00 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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
	:	Pre- primary - Grade 3 (English & Rumanyo)
<b>1 x post</b>	:	Nyangana Combined School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 13, 800 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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 & Science Grade 8-9
<b>1 x post</b>	:	Mupapama Combined School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 13, 800 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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 & Science Grade 8-11
<b>1 x post</b>	:	Augustinus Mashika Secondary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 13, 800.00 per annum

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

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**OR**

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

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<b>Post Designation</b>	:	Head of Department Grade 6
	:	Languages Grade 8-9 (English & Rumanyo)
<b>1 x post</b>	:	Augustinus Mashika Secondary School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 13, 800.00 per annum

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

**OR**

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects 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
	:	Pre- primary - Grade 3 (English & Rumanyo)
<b>1 x post</b>	:	Kanyumara Senior Primary School
<b>Salary Scale</b>	:	N\$ 354 883 - N\$ 424 119
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum
<b>RHA</b>	:	N\$ 13, 800 per annum

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

**OR**

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

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**CIRCUIT: SHAMBYU CIRCUIT**

<b>Post Designation</b>	:	Head of Department Grade 6
	:	Mathematics and Science Grade 8-9
<b>1 x post</b>	:	Gabriel Muhuli Combined School
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>RHA</b>	:	N\$ 9,000 per annum

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

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**OR**

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

**Applications should be addressed to:**

**The Regional Director  
Directorate of Education, Innovation, Youth, Sports, Arts & Culture  
Kavango East Regional Council  
Private Bag 2134  
Rundu**

**Or Hand Delivery @ Kavango East Regional Office - Rundu**

**Enquiries:** Mr. G. Kudumo/ Ms. Z.S. Mbambo/ E. Kandingo/ Ms. S.M. Nangolo Tel: 066-2589000

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## OHANGWENA REGIONAL COUNCIL

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

<b>Post Designation</b>	:	Principal Grade 5
<b>8xPosts</b>	:	Olukula Combined School ( <b>Okongo Circuit</b> ) Eudafano Combined School ( <b>Endola Circuit</b> ) Eino Haitembu Combined School ( <b>Epembe Circuit</b> ) Olukeno Combined School ( <b>Okongo Circuit</b> ) Ndjukuma Primary School ( <b>Ohangwena Circuit</b> ) Emilia Shimweefeleni Combined School ( <b>Ondobe Circuit</b> ) Onhumba Combined School ( <b>Oshikunde Circuit</b> ) Odibo Combined School ( <b>Ondobe Circuit</b> )
<b>Salary Scale</b>	:	N\$432, 601 – N\$517, 195
<b>Salary Notch</b>	:	N\$432, 601
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

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

**Take note:** Candidates must have a professional teaching qualification that would enable him/her to teach at the appropriate phase (e.g. Junior Primary/Senior Primary/Junior Secondary /Senior Secondary Phase).

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<b>Post Designation</b>	:	Head of Department Grade 6
<b>7xPosts:</b>	:	U.N Nghaamwa Secondary School: <b>Mathematics and Science (Physics &amp; Chemistry Grade 10-12/AS) (Endola Circuit)</b> Evatelo Combined School: <b>Mathematics and Physical Science Grade 4-9 (Endola Circuit)</b> Ndjabeka Combined School: <b>Junior Primary Phase: (Pre-Primary-Grade 3) (Oshikwanyama Mol) (Okongo Circuit) (Re-Advertisement)</b> Dr. Abraham Iyambo SS: <b>Mathematics and Physical Science Grade 8-12 (Ohakafiya Circuit)</b> PH Muandingi JSS: <b>Mathematics and Physical Science Grade 8-9 (Eenhana Circuit)</b> Kaupumhote Nghituwamhata CS: <b>Junior Primary Phase: (Pre-Primary-Grade 3) (Oshikwanyama Mol) (Eenhana Circuit)</b> Eenhana Primary School ( <b>English and Oshikwanyama Grade 4-7) Eenhana Circuit</b>

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<b>Salary Scale</b>	:	N\$354, 883 - N\$424, 119
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** A recognized three (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 one (1) year teaching qualification plus 6 years teaching experience.

**The shortlisting of Heads of Department posts will be done in terms of the major fields of study.**

**SUB-DIVISION: SPECIAL EDUCATION PROGRAMMES  
SECTION: DIAGNOSTIC, ADVISORY AND COUNSELLING SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Special Education)
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$424, 119
<b>Salary Notch</b>	:	N\$ 354, 883
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

**Or**

An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**Supplementary requirements:** Preference will be given to candidates with Education Psychology, Special Education or Inclusive Education.

**SUB-DIVISION: PROFESSIONAL DEVELOPMENT  
SECTION: ADVISORY SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Home Sciences Grade 5-11)
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$424, 119
<b>Salary Notch</b>	:	N\$ 354, 883
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

**Or**

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An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**Supplementary Selection Requirements:** Preference will be given to candidates who are qualified and have experience in teaching Home Sciences (soft trades) preferably Home Ecology, Home Economics and/or Hospitality for five (5) years (proof must be attached). Computer literacy and a valid driver's license or be willing to obtain such within a reasonable time frame will be an added advantage.

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**SUB-DIVISION: PROFESSIONAL DEVELOPMENT  
SECTION: ADVISORY SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Business Studies and Entrepreneurship Grade 8-12)
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Salary Notch</b>	:	N\$ 354, 883
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

**Or**

An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**Supplementary Selection Requirements:** Preference will be given to candidates who are qualified and have experience in teaching Business Studies and Entrepreneurship at Advanced Subsidiary for three years. Proof must be attached. Computer literacy and a valid driver's license or be willing to obtain such within a reasonable time frame will be an added advantage.

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**SUB-DIVISION: PROFESSIONAL DEVELOPMENT  
SECTION: ADVISORY SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Pre-Primary)
<b>Area of Specialization</b>	:	Junior Primary: Oshikwanyama/Oshindonga Mol
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$424, 119
<b>Salary Notch</b>	:	N\$ 354, 883
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

**Or**

An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**Supplementary Selection Requirements:**

- Suitability will be determined on the basis of academic qualification in terms of subjects offered, area of specialization, major field of study and appropriate teaching experience.
- Preference will be given to candidates who have five (5) years proven experience in Pre-primary (proof must be attached).

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**SUB-DIVISION: PROFESSIONAL DEVELOPMENT  
SECTION: ADVISORY SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Junior Primary Grade 1-3)
<b>Area of Specialization</b>	:	Junior Primary: Oshikwanyama/Oshindonga Mol
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$424, 119
<b>Salary Notch</b>	:	N\$ 354, 883
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

**Or**

An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**Supplementary Selection Requirements:** Applicants must have attended and completed a Jolly Phonics and Jolly Grammar 1 training (certified certificates of attendance should be attached). Computer literacy and a valid driver's license or be willing to obtain such within a reasonable time frame will be an added advantage.

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**SUB-DIVISION: PROFESSIONAL DEVELOPMENT  
SECTION: TEACHERS RESOURCE CENTRE (TRC)**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (TRC Manager)
<b>1x Post</b>	:	Ohangwena: Teachers Resource Centre (TRC) Eenhana
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$424, 119
<b>Salary Notch</b>	:	N\$ 354, 883
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

**Or**

An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**Supplementary requirements:** Preference will be given to candidates appropriate experience in handling teachers resources e.g. executing of curriculum, other education related research, course curricula, workshops, meetings and orientation to materials and equipment. Computer literacy and a valid driver's license or be willing to obtain such within a reasonable time frame will be an added advantage.

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#### **SECTION: BUILDING AND MAINTENANCES SERVICES**

<b>Post Designation</b>	:	Chief Works Inspector Grade 7
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 291, 128 - N\$347, 926
<b>Salary Notch</b>	:	N\$ 291, 128
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF Level 6 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.

**Supplementary Requirements:** Preference will be given to candidates with National Vocational Diploma in Bricklaying and Plastering on NQF Level 6 plus four (4) years appropriate experience. Be able to read the building plan and interpret it and, draw the building sketches. Be able to quantify the bill of quantity, Computer literate will be an added advantage. Must be in possession of a valid drivers' license.

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#### **DIVISION: LIFE-LONG LEARNING, ARTS AND CULTURE SUB-DIVISION: LIBRARY, ARCHIVES AND INFORMATION SERVICES SECTION: SCHOOL LIBRARIES**

<b>Post Designation</b>	:	Senior Librarian Grade 7
<b>1x Post</b>	:	Ohangwena Regional Library
<b>Salary Scale</b>	:	N\$ 291, 128 - N\$347, 926
<b>Salary Notch</b>	:	N\$ 291, 128
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** A Bachelor Degree or equivalent qualification on NQF Level 7.

**Supplementary Requirements:** Preference will be given to candidates with a Bachelor Degree Library and Information Science on NQF Level 7 and at least three (3) years professional working experience in the field of Library.

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#### **SUB-DIVISION: GENERAL SERVICES SECTION: PROCUREMENT, STOCK CONTROL, TRANSPORT MANAGEMENT, DOMESTIC SERVICES, & INFORMATION AND TECHNOLOGY**

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 238, 825 - N\$285, 420
<b>Salary Notch</b>	:	N\$ 238, 825
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** A National Diploma or equivalent qualification on NQF Level 6 in Public Administration/ Management or Business Administration plus appropriate experience.

**Supplementary Requirements:** Preference will be given to candidates who have 4 years' appropriate experience in Procurement management, Tender and Bidding/ Evaluation process, Treasury Instruction, Stock Control and Transport and General Administration.

- Candidate must be currently serving as a member of the Procurement Management Unit (PMU) of the current employer (certified copy of the appointment letter must be attached).
- Candidate must have a Basic Stock Control Course by the Ministry of Finance.
- Candidate must have A valid driver's license code (8) B and/or be able to acquire the driver's license within the reasonable period.

**NB:** 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”**

**Applicants should note the following:** Applications for employment on form (156043) and Health Questionnaire (156094) obtainable from all government offices, must be accompanied by a comprehensive CV, two recent testimonials from **2024 to date**, certified copies of Namibian ID or proof of citizenship, educational qualifications, academic records/transcripts and proof of previous experience. Proof of confirmation of probation must be attached.

Preference will be given to Namibian nationals. Suitably qualified persons from designated groups are encouraged to apply. Faxed or emailed applications will not be accepted. Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA). Only shortlisted candidates will be contacted. No documents will be returned.

**NB:** Prospective 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 short listing.

Please send applications on prescribed forms to:

**The Director**  
**Directorate of Education, Arts and Culture**  
**Sub-Division: Human Resource**  
**Private Bag 88005**

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**Eenhana**

**OR**

**Hand Delivery:**

**Ohangwena Education Office  
Eenhana  
HR office  
1<sup>st</sup> Floor**

**Enquiries:** Mesdames Martha Nakapela and Sara H L T Ndeshimona Tel: 065 290 215

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## ZAMBEZI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS AND CULTURE  
DIVISION: LIFE LONG LEARNING  
SUB-DIVISION: ADULT AND CONTINUED EDUCATION, LIBRARIES AND ARCHIVES  
SECTION: LIBRARY AND INFORMATION SERVICES

<b>Post Designation</b>	:	Chief Librarian Grade 6
<b>1xPost</b>	:	Katima Mulilo
<b>Salary scale</b>	:	N\$ 354,883 – N\$ 424,119
<b>Housing allowance</b>	:	N\$ 17,424 per annum
<b>Transport allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** An appropriate Degree or equivalent Qualification (NQF Level 7).

**Supplementary requirements:**

- A Bachelor's Degree in Library and Information Science with **six (6)** years appropriate experience as a Librarian and **three (3) years** as a Senior Librarian
- The ideal candidate should have experience at supervisory level
- Computer Literacy
- A Valid Driving Licence

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<b>Post Designation</b>	:	Hostel Matron Grade 13
<b>2xPosts</b>	:	Mayuni Secondary School Hostel
	:	Sanjo Secondary School Hostel
<b>Salary Scale</b>	:	N\$ 81,645- N\$ 102,039
<b>Housing Allowance</b>	:	N\$ 13,944 per annum
<b>Transport Allowance</b>	:	10,512 per annum

**Minimum requirement:** A Grade 10 or equivalent qualification on NQF level 2 with 24 points in seven subjects with a D symbol in English plus one (1) year appropriate experience as a Cleaner Grade 15.

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<b>Post designation</b>	:	Chief Hostel Matron Grade 12
<b>2xPosts</b>	:	Sanjo Secondary School Hostel
	:	Simataa Secondary School Hostel
<b>Salary Scale</b>	:	N\$ 107,753- 129,240
<b>Housing Allowance</b>	:	N\$ 13,944 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirement:** A Grade 10 or equivalent qualification on NQF level 2 with a minimum of 24 points in seven subjects and a D symbol in English plus at least one (1) year appropriate experience as a Hostel Matron Grade 13.

**Application forms should be addressed be to:**

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

**The Chief Regional Officer  
Zambezi Regional Council  
Directorate of Education, Innovation, Youth, Sports, Arts and Culture  
Private Bag 5002  
Katima Mulilo**

**Or hand delivered at:**

**Human Resource Office  
Directorate of Education, Innovation, Youth, Sports, Arts and Culture  
Ngoma Road  
Office No: 22**

**Enquiries:** Mr. Salushando Kaigwe / Ms. Norah Munembo/ Ms. Shando Sinvula @ 066-261900

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