

OHANGWENA REGIONAL COUNCIL

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

Post Designation	:	Principal Grade 5
8xPosts	:	Olukula Combined School (Okongo Circuit) Eudafano Combined School (Endola Circuit) Eino Haitembu Combined School (Epembe Circuit) Olukeno Combined School (Okongo Circuit) Ndjukuma Primary School (Ohangwena Circuit) Emilia Shimweefeleni Combined School (Ondobe Circuit) Onhumba Combined School (Oshikunde Circuit) Odibo Combined School (Ondobe Circuit)
Salary Scale	:	N\$432, 601 – N\$517, 195
Salary Notch	:	N\$432, 601
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	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).

Post Designation	:	Head of Department Grade 6
7xPosts:	:	U.N Nghaamwa Secondary School: Mathematics and Science (Physics & Chemistry Grade 10-12/AS) (Endola Circuit) Evatelo Combined School: Mathematics and Physical Science Grade 4-9 (Endola Circuit) Ndjabeka Combined School: Junior Primary Phase: (Pre-Primary-Grade 3) (Oshikwanyama Mol) (Okongo Circuit) (Re-Advertisement) Dr. Abraham Iyambo SS: Mathematics and Physical Science Grade 8-12 (Ohakafiya Circuit) PH Muandingi JSS: Mathematics and Physical Science Grade 8-9 (Eenhana Circuit) Kaupumhote Nghituwamhata CS: Junior Primary Phase: (Pre-Primary-Grade 3) (Oshikwanyama Mol) (Eenhana Circuit) Eenhana Primary School (English and Oshikwanyama Grade 4-7) Eenhana Circuit

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

Salary Scale	:	N\$354, 883 - N\$424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	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**

Post Designation	:	Senior Education Officer Grade 6 (Special Education)
1xPost	:	Eenhana
Salary Scale	:	N\$ 354, 883 - N\$424, 119
Salary Notch	:	N\$ 354, 883
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum 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**

Post Designation	:	Senior Education Officer Grade 6 (Home Sciences Grade 5-11)
1xPost	:	Eenhana
Salary Scale	:	N\$ 354, 883 - N\$424, 119
Salary Notch	:	N\$ 354, 883
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum 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.

**SUB-DIVISION: PROFESSIONAL DEVELOPMENT
SECTION: ADVISORY SERVICES**

Post Designation	:	Senior Education Officer Grade 6 (Business Studies and Entrepreneurship Grade 8-12)
1xPost	:	Eenhana
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Salary Notch	:	N\$ 354, 883
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum 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.

**SUB-DIVISION: PROFESSIONAL DEVELOPMENT
SECTION: ADVISORY SERVICES**

Post Designation	:	Senior Education Officer Grade 6 (Pre-Primary)
Area of Specialization	:	Junior Primary: Oshikwanyama/Oshindonga Mol
1xPost	:	Eenhana
Salary Scale	:	N\$ 354, 883 - N\$424, 119
Salary Notch	:	N\$ 354, 883
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum 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).

**SUB-DIVISION: PROFESSIONAL DEVELOPMENT
SECTION: ADVISORY SERVICES**

Post Designation	:	Senior Education Officer Grade 6 (Junior Primary Grade 1-3)
Area of Specialization	:	Junior Primary: Oshikwanyama/Oshindonga Mol
1xPost	:	Eenhana
Salary Scale	:	N\$ 354, 883 - N\$424, 119
Salary Notch	:	N\$ 354, 883
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum 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.

**SUB-DIVISION: PROFESSIONAL DEVELOPMENT
SECTION: TEACHERS RESOURCE CENTRE (TRC)**

Post Designation	:	Senior Education Officer Grade 6 (TRC Manager)
1x Post	:	Ohangwena: Teachers Resource Centre (TRC) Eenhana
Salary Scale	:	N\$ 354, 883 - N\$424, 119
Salary Notch	:	N\$ 354, 883
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum 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.

SECTION: BUILDING AND MAINTENANCES SERVICES

Post Designation	:	Chief Works Inspector Grade 7
1xPost	:	Eenhana
Salary Scale	:	N\$ 291, 128 - N\$347, 926
Salary Notch	:	N\$ 291, 128
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification 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.

DIVISION: LIFE-LONG LEARNING, ARTS AND CULTURE **SUB-DIVISION: LIBRARY, ARCHIVES AND INFORMATION SERVICES** **SECTION: SCHOOL LIBRARIES**

Post Designation	:	Senior Librarian Grade 7
1x Post	:	Ohangwena Regional Library
Salary Scale	:	N\$ 291, 128 - N\$347, 926
Salary Notch	:	N\$ 291, 128
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum 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.

SUB-DIVISION: GENERAL SERVICES **SECTION: PROCUREMENT, STOCK CONTROL, TRANSPORT MANAGEMENT, DOMESTIC SERVICES, & INFORMATION AND TECHNOLOGY**

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Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Eenhana
Salary Scale	:	N\$ 238, 825 - N\$285, 420
Salary Notch	:	N\$ 238, 825
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	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
1st Floor**

Enquiries: Mesdames Martha Nakapela and Sara H L T Ndeshimona Tel: 065 290 215
