

OFFICE OF THE PRIME MINISTER

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT

DIVISION: DATA CENTRE AND NETWORKS

SUBDIVISION: DATA CENTRE AND DISASTER RECOVERY

Post Designation	:	Systems Administrator Grade 9
2xPosts	:	Windhoek
Scale of Salary	:	N\$263,683-N\$ 296,950 (P)
Transport Allowance	:	N\$10,512.00 per annum.
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: A B-degree NQF L7 in System Administration or Network Engineering or Computer Science or Cyber Security or equivalent qualification.

Key Performance Area:-

The incumbent will perform the following activities:

- Installing, testing and relocating of computer systems and network components to ensure that all systems are operating correctly.
- Provide support services to OMAs to resolve their Hardware and Network related issues, in the form of analysis, troubleshooting and repair or replacement of parts.
- Monitoring of user connection on the server, attempt of connection from unidentified users, network connections and traffic level, and Backup as per schedule of backup.
- Administering servers, desktop computers, printers, routers, switches, firewalls, mobile devices, software deployment, security updates and patches. Review logs, administer user access, issues and problems and take appropriate corrective action and provide root cause analysis. Detects, diagnoses, and reports related problems on servers and equipment.
- Administer the operations of the Disaster Recovery Centre by administering the servers at the DR Centre, Monitoring the status of resource (CPU, MEMORY, RAID and STORAGE) usage and availability and synchronizing the databases of the Production environment and the Disaster Recovery Centre.
- Providing advisory services to OMAs and assistance for the design, setting up and operations of their Data Centres, Local Area Networks and integration of their ICT systems with other OMAs system.
- Implementing ICT upgrade plan, including servers, desktop, laptops, mobile devices, cablings, routers, switches, data storage and proposing upgrades on a regular basis.

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT

DIRECTORATE: QUALITY ASSURANCE, STANDARDS, SKILLS DEVELOPMENTS & COORDINATION

SUBDIVISION: RESERCH & SKILLS DEVELOPMENT

Post Designation	:	Senior Systems Analyst, Grade 7
1xPost	:	Windhoek
Scale of Salary	:	N\$302,890-N\$ 347,926 (P)
Housing Allowance	:	N\$17,424 per annum.

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Transport Allowance : N\$10,512 per annum

Minimum Requirements: A B-degree (at NQF Level 8) in Computer Science or Management Information System or Business Computing or Information System Auditing or equivalent plus three (3) years appropriate experience.

Key Performance Area:-

The incumbent will be responsible to carry out the following activities:

- Carrying out research and benchmarking studies in collaboration with the Academics and National Commission on Research Science & Technology to keep abreast of latest trends in e-Government initiatives and practices and provide recommendation for adoption of technologies and practices appropriate for Namibia.
- Working with OMAs for profiling of their officials and suggesting a training roadmap for them in line with the roles they play for e-Government.
- Designing and reviewing courses, learning plans and certification plans for:
- ICT Resources of GRN for capacity building to support the e-Government initiatives
- Officials of GRN (Executives, Management, Staff) for capacity building to be able to participate in the e-government initiatives
- Citizen for change management and adoption of e-services
- Interacting with training institutions to define collaborative arrangements for the execution of the training programs.
- Coordinating the execution of training programs and assess the delivery of the training programs through collection and analysis of feedback forms.

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT
DIRECTORATE: QUALITY ASSURANCE, STANDARDS, SKILLS DEVELOPMENT AND
COORDINATION,
DIVISION: RESEARCH, SKILLS DEVELOPMENT AND CO-ORDINATION
SUBDIVISION: RESEARCH AND SKILLS DEVELOPMENT

Post Designation : Chief System Analyst Grade 6
1xPost : Windhoek
Scale of Salary : N\$354,883-N\$ 424,119
Transport Allowance : N\$10,512.00 per annum.
Housing Allowance : N\$17,424 per annum

Advertised requirements: A B-Degree (at NQF Level 8) in Information System Management or Project Management or Monitoring and Evaluation or equivalent, plus five (5) years of appropriate ICT experience, with a focus in Project Management.

Key Performance Area:-

The incumbent will be responsible for:

- Carrying out research and keeping up-to-date with international trends and latest happening for matters of e-Government;
- Participating in international conferences and summit to present and share Namibia e-Government experience;
- Identifying and establish international e-Government exchange programs with different countries where e-Government is being successfully practiced;

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- Compiling e-readiness reports;
- Compiling the State of e-Government Report periodically;
- Promoting the e-Government agenda through presentations, summits, conferences, radio talk shows, TV program, Newspaper and Magazines articles;
- Participating in the planning of e-Government events in collaboration with key stakeholders;
- Providing advice, guidance and project management assistance to OMAs in the definition and implementation of their projects;
- Collaborating with OMAs in their e-Government Capacity Building initiatives;
- Promoting e-Government adoption and practices within the Public Service;
- Monitoring and evaluating the achievement of objectives and goals for e-Government.

Enquiries: Ms Ernstine Dama Tel: 061-287 2477

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT
DIRECTORATE: SOLUTION ARCHITECTURE
DIVISION: ENTERPRISE SOFTWARE AND PORTAL DEVELOPMENT
SUBDIVISION: ENTERPRISE SOFTWARE DEVELOPMENT

Post Designation	:	Chief Analyst Programmer Grade 6
1xPost	:	Windhoek
Scale of Salary	:	N\$354,883-N\$ 424,119
Transport Allowance	:	N\$10,512.00 per annum.
Housing Allowance	:	N\$17,424 per annum

Minimum requirement: A Diploma in Programming on NQF L6 in Computer Science or Computing or Software Engineering or equivalent, plus 6 years appropriate Software Development work experience.

Key Performance Area:-

- To provide recommendations on the acquisition or development of software solutions for the Public Service;
- Supervise the design and development of Software solutions, develop prototypes and interact with OMAs to validate the design of the solutions, and seek and obtain approval of the solution design, development and deployment;
- Provide implementation assistance services to other OMAs for their Software solutions, including the design, development and running of training programs for end-users of OMAs;
- Perform Testing of the Application Software and obtain sign off from the OMAs / Functional Owners of the System;
- Deploy / Install the software on Production servers at the Central Data Center or data center of OMAs;
- Assist OMAs in Data Migration activities (strategy, planning, cleaning, validation and loading to production databases) to ensure their data are clean, relevant and complete;
- Assist OMAs to have their systems integrated with other OMAs Systems by making use of technologies and protocols conforming to the Interoperability framework adopted for e-Government;

- Carry out research and keep up to date with the latest technologies, innovations and approaches in the areas of Enterprise Solution development, deployment and support;
- Configuration management of software applications in use at the Data Centre and DR Centre and enforcing a methodological approach to change management of the software applications.

Enquiries: Ms. Minikuee Kasaona, Tel: 061-205 6211, Ms Ernstine Dama Tel: 061-2872477

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT
DIRECTORATE: SOLUTION ARCHITECTURE
DIVISION: ENTERPRISE SOFTWARE AND PORTAL DEVELOPMENT
SUBDIVISION: ENTERPRISE SOFTWARE DEVELOPMENT

Post Designation	:	Senior Analyst Programmer Grade 7
1x Post	:	Windhoek
Scale of Salary	:	N\$291,128-N\$ 347,926 (P)
Transport Allowance	:	N\$10,512.00 per annum.
Housing Allowance	:	N\$17,424 per annum

Minimum requirement: A Diploma in Programming on NQF L6 in Computer Science or Computing or Software Engineering or equivalent plus three (3) years appropriate work in Software Development.

Key Performance Area:-

- Undertake the design and development of Software solutions, develop prototypes and interact with OMAs to validate the design of the solutions, and seek and obtain approval of the solution design, development and deployment;
- Provide implementation assistance services to other OMAs for their Software solutions, including the design, development and running of training programs for end-users of OMAs;
- Perform Initial Testing of the Application Software and present the test findings to the Chief Analyst Programmer for the overall testing before sign off can be obtained from the OMAs / Functional Owners of the System;
- Assist OMAs in Data Migration activities (strategy, planning, cleaning, validation and loading to production databases) to ensure their data are clean, relevant and complete;
- Assist OMAs to have their systems integrated with other OMAs Systems by making use of technologies and protocols conforming to the Interoperability framework adopted for e-Government;
- Carry out research and keep up to date with the latest technologies, innovations and approaches in the areas of Enterprise Solution development, deployment and support

Enquiries: Ms Winny Dama Tel: +264 61 2872477/ Ms Minikuee Kasaona Tel: 061-205 6211

DIRECTORATE: DISASTER RISK MANAGEMENT
DIVISION: SUPPORT SERVICES
SUDIVISION: PROCUREMENT AND LOGISTICS

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Post Designation	:	Chief Administration Officer Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 238,825 –N\$ 285,420
Housing Allowance	:	N\$ 17,424 per annum
Motor Vehicle Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma in Public Administration or Transport Management or Logistic Management or Supply Chain Management or equivalent qualification (NQF Level 6) plus 5 years appropriate experience and a valid Drivers` License.

Key Performance Area:-

- Mobilize trucks, helicopters other required vehicles from line ministries and private sector when needed, for Disaster programmes on behalf of RC;
- Develop transport contingency plan and facilitate effective fueling system for hired vehicles;
- Ensure regular maintenance and replacement of tyres for hired trucks throughout the country;
- Facilitate hiring of private trucks, use of railway transport for bulky delivery of relief commodities to the regions;
- Plan weekly and Monthly delivery schedules to the regions, this applies more to donations;
- Ensure regular maintenance of DRM vehicles in consultation with government Garage;
- Ensure security and maintenance of DRM building;
- Coordinate maintenance services of the Department's premises
- Coordinate security services and conduct regular monitoring of CCTV (bi-weekly);
- Supervise security control measures such as GRN vehicle entry and exit registers;
- Manage security officers and security systems and ensure maintenance of building, equipment and machinery;
- Ensure accessibility to the building through keeping spare keys to all offices;
- Ensure servicing of warehouse equipment's such as generators and forklifts;
- Write daily traveling submissions for drivers to deliver commodities to the regions;
- Liaise with RC for timely and secure offloading of commodities to ensure shortest turnaround period of trucks (Cross cutting between transport and warehouse management);
- Ensure weekly reconciliation of fuel costs against travelled kilometers on vehicles for proper control;
- Scrutinize invoices for hired trucks throughout the country, before passing them for payments;

Enquiries: Ms. Rosina Marenga Tel: 061 -2872035/ Mr. Florybertus Ashipala Tel: 061 – 435100

**DEPARTMENT: PUBLIC SERVICE COMMISSION SECRETARIAT (PSCS)
DIRECTORATE: STAFFING AND HUMAN RESOURCES COMPLIANCE
DIVISION: STAFFING**

Post Designation	:	Human Resource Policy Analyst Grade 6
2xPosts	:	Windhoek
Salary Scale	:	N\$354883 – N\$424119
Housing Allowance	:	N\$17 424.00
Transport Allowance	:	N\$10 512.00

Minimum Requirements: An appropriate Bachelor Degree in Human Resources or Public Administration majoring in Human Resources on NQF Level 7 or equivalent qualification plus 3 years experience in Human Resources field.

Key Performance Areas:-

- Analyse and research on cases from O/M/As and RCs in accordance with relevant rules and laws.
- Ensure the request from O/M/As and RCs are in compliance with the relevant rules and laws such as the Public Service Staff Rules, Public Service Act, 13 of 1995, Public Service Act 2 of 1980 as amended, Labour Act, 11 of 2007, Regional Council Act 22 of 1992, as amended, Affirmative Action Act, 1998(Act 29 of 1998) and the Constitution of the Republic of Namibia as well as other relevant laws.
- Prepare cases in terms of the Rules and present to the Commission for decision taking
- Advise the Commission in term of the rules and legislation for it to take informed decisions.
- Provide feedback to the OMAs and RCs on matters pertaining to effective Human Resources matters.

COMPETENCY REQUIREMENTS:

- Advanced writing, ICT and oral presentation skills;
- Communication skills
- Emotional Intelligence/stress Management skills
- Research methodology/Analytical skills/Problem solving skills
- Critical thinking
- Understanding and interpret provisions of the Constitution of the Republic of Namibia. Public Service Commission Act, 1990 (Act 2 of 1990), Public Service Act, 1995 (Act 13 of 1995), Regional Councils Act, 1992 (Act 22 of 1992), Affirmative Action Act, 1998(Act 29 of 1998), Public Service Regulations, Labour Act, 2007 (Act 11 of 2007) and all legislations that govern Human Resources Management in the Public Service.

Enquiries: Ms. Ngumeja Tjiuma 061-287 2147 / Ms Inga Ndaningina 061-287 3147

DEPARTMENT: PUBLIC SERVICE COMMISSION SECRETARIAT
DIRECTORATE: HUMAN RESOURCES STAFFING AND COMPLIANCE
SUBDIVISION: SUPPORT SERVICES

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

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Minimum Requirement: A Bachelor Degree in Journalism, Public Relations, Communications or Information Management at NQF Level 7 or equivalent qualification.

Key Performance Area:-

- Preparing the identification and ordering of information in a variety of media, such as books, journals, newspapers, leaflet.
- To ensure that the security, accessibility and quality of the information remains consistent and to conduct information audits.
- Maintaining positive relationship with media outlets.
- To share information to the Department internally and externally.
- Ensure that the process of collection, selection, processes, and classification of publicity material is made for the reporting and provisioning of comments on related information

Enquiries: Mr Nelson Kashinduka, Tel: 061-287 2097

**DEPARTMENT: PUBLIC SERVICE COMMISSION SECRETARIAT
DIRECTORATE: HUMAN RESOURCES STAFFING AND COMPLIANCE**

Post designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$195,216 –N\$ 234,144
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirement: An appropriate National Diploma in Secretariat Studies or Office Management of Administration on NQF Level 6 or equivalent qualification.

Key Performance Area:

- Managing office of the director on daily basis.
- Follow up on action items for director, schedule and coordinate appointment
- Draft letters, emails and capture important documents electronically
- Maintain incoming, outgoing calls, organize the Office
- File all correspondences in a hard/soft copies
- Ensure reservations for meetings and trips are made and update contact lists

Enquiries: Mr Nelson Kashinduka Tel: 061-287 2097

**DEPARTMENT: PUBLIC SERVICE COMMISSION SECRETARIAT
DIRECTORATE: HUMAN RESOURCES STAFFING AND COMPLIANCE
DIVISION: SUPPORT SERVICES**

1xPost Designation	:	Senior Private Secretary Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$238,825 –N\$ 285,420
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum requirements: An appropriate National Diploma on NQF Level 6 or equivalent qualification plus three (3) years experience in Office Administration environment.

Key Performance Area:

- Smooth administration of the Office of the assigned Commissioner/s
- Coordinate all incoming and outgoing correspondence and ensure effective efficient attendance to all correspondences,
- Recording of all incoming correspondence and timely process them.
- Organize and coordinate the daily activities
- Screening and channelling of telephone calls and visitors.
- Plan and organize all documents in the office and ensure optimal storage (filling)
- Taking down of minutes of the meetings

Enquiries: Mr Nelson Kashinduka Tel: 061 287 2097 / Ms Ngumeja Tjiuna Tel: (061) 287 2147

**DEPARTMENT: PUBLIC SERVICE MANAGEMENT
DIRECTORATE: HUMAN RESOURCE PLANNING AND DEVELOPMENT
DIVISION: HUMAN RESOURCES PLANNING
SUBDIVISION: PLANNING AND SUCCESSION MANAGEMENT**

Post Designation	:	Human Resources Policy Analyst Grade 6
2xPosts	:	Windhoek
Salary Scale	:	N\$354,883- N\$ 424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum advertisement requirement: A B-Degree in Human Resources Management at NQF Level 7 plus appropriate three (3) years in Human Resources field or Human Resources Information Systems or Human Resources Monitoring and Evaluation.

Key Performance Areas:-

- Coordinate of all Human Resources Planning in OMAs and RCs
- Contribute on the compilation of the Subdivision's Annually, Quarterly and Monthly Plans and reports, including weekly activities.
- Assist OMAs /RCs Human Resources Practitioners to conduct Human Resources profiling, ensuring accurate and consistent updating of the database

- Auditing and processing of the Human Resources Plans implementation in all OMAs and RCs to ensure consistency
- Compilation and ensuring timeous publishing of PSM vacancy circulars
- Compile Monthly, Quarterly and Annual Reports.
- Collect Human Resources data regarding staff movement and update such information on a quarterly basis
- Arrange Public Service Human Resource Planning workshops and meetings.
- Conduct the training of Public Service Human Resource Practitioners and providing support to OMAs and Regional Councils.
- Secretariat to PM delegations (as assigned) and periodic reporting of such

Enquiries: Ms Geneva Tselakgosi Tel: 061-287 2007/ Ms Pombili Eelu 061-287 3070

DEPARTMENT: PUBLIC SERVICE MANAGEMENT
DIRECTORATE: HUMAN RESOURCE PLANNING AND DEVELOPMENT
DIVISION: HUMAN RESOURCES PLANNING
SUBDIVISION: AFFIRMATIVE ACTION

Post Designation	:	Chief Human Resources Policy Analyst Grade 5
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 advertisement requirement: A B-Degree in Human Resources Management at NQF Level 7 plus appropriate six (6) years in Human Resources field or Human Resources Information Systems or Human Resources Monitoring and Evaluation.

Key Performance Areas:-

- Management support and coordination of Affirmative Action Reports.
- Analysing of Affirmative Action Reports to be in line with the approved Affirmative Action Plans as per the Affirmative Action guidelines.
- Planning training of Affirmative Action Committee members/Workshops and providing support to OMAs and Regional Councils.
- Supervise the collection of data and Human Resources statistics regarding Affirmative Action recruitment and update such information on a quarterly basis.
- Coordinate submission dates of Affirmative Action and Reports with Employment Equity Commissions and OMAs.
- Presentation of Affirmative Action Reports to the Public Service Commission.
- Ensure advertisement of vacancies on GRN Websites is done timeously.
- Ensure filling of vacancies in OMAs and RCs according to the prescribed time frame and standards.
- Compile and manage the execution of the Subdivision Annually Plan and Performance Agreements.
- Compile the Subdivision's Annual Plan and conduct performance reviews, compile quarterly and annually Reports

Enquiries: Ms Geneva Tselakgosi Tel: 061-287 2007/ Ms Pombili Eelu 061-2873070

**DEPARTMENT: ADMINISTRATION & INFORMATION TECHNOLOGY MANAGEMENT,
DIRECTORATE: HUMAN RESOURCES, ADMINISTRATION & FINANCE
DIVISION: HUMAN RESOURCES**

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

Minimum requirements: A National Diploma in Human Resources Management or an equivalent qualification majoring in Human Resource on NQF level 6.

Key Performance Areas:

- Interpretation and application of the Public Service Act, Public Service Regulations and Staff Rules, Personnel Administrative Measures, Labour Act, Affirmative Action Act, Social Security Act, Delegated powers and other relevant Acts, Rules and Regulations.
- Processing and obtaining approval for advertisements, appointments, transfers, resignations, abscondments, demises, retirements, pension admissions/withdrawals, progress reports, confirmation/ extension of probation, salary increments/adjustments, overtime claims, service bonus, medical aid scheme membership, departmental debts, removal of furniture and retirements etc.
- Calculation of leave gratuity, house loans/subsidies/rent and housing allowance and other allowances, service bonus/prorate bonus.
- Submit qualifications to the Namibia Qualification Authority (NQA) for evaluation and record response.
- Maintain the leave and staff records of staff members.
- Liaise, write and / or prepare submissions/ letters/ correspondences to various stakeholders through the supervisor.
- Serve as secretary during interviews, HR meetings, staff meetings and disciplinary hearings.
- Responsible to ensure proper record-keeping on HR related documents (Filing system).
- Provide input to HR reports.
- Ensure that documentation pertaining to injury on duty are correctly completed and submitted through the supervisor to the Deputy Director: Human Resources.
- Perform any work related duties that may be assigned from time to time by the immediate supervisor.

Applications form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify the application, and no documents will be returned

All completed application forms for employments should be directed to:

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**The Executive Director
Office of the Prime Minister
Private Bag 13338
WINDHOEK**

Or hand deliver at the Office of the Prime Minister, Ground Floor Then Ben Gurirab Building

Enquiries: Mr. Nelson Kashinduka, Tel: 061-287 2097
