



REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER

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Ref.: 13/18/5

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

Enquiries: Mr Samuel //Guruseb
E-mail: Samuel.Guruseb@opm.gov.na

19 July 2021

**TO: SECRETARY TO THE CABINET
ALL EXECUTIVE DIRECTORS
DEPUTY AUDITOR GENERAL
DIRECTOR: NAMIBIA CENTRAL INTELLIGENCE SERVICES
CHIEF ELECTION OFFICER
SECRETARIES: NATIONAL ASSEMBLY/NATIONAL COUNCIL**
CC : PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. G OF 2021

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 Sezuni at Margaret.Sezuni@opm.gov.na, not later than the 10th 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.**
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.**
- (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

- (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 to 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.

(d) 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: 19 AUGUST 2021

Signed by Tuyakula Haipinge
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

OFFICE OF THE PRIME MINISTER

DIVISION: PERFORMANCE IMPROVEMENT, UNDER THE OFFICE OF THE EXECUTIVE DIRECTOR

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary scale	:	N\$478,220-N\$502,753
<u>Motor Vehicle Allowance</u>	:	
Capital Cost	:	N\$76,950 per annum
Running Cost	:	N\$25,751 per annum
Housing allowance	:	N\$68,188 per annum

Minimum requirements: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 plus nine (9) years appropriate experience in relevant field of Human Resources Management/Human Resources Development or Performance Management.

DUTIES AND RESPONSIBILITIES

- Responsible for the Performance Management System in the Office.
- Responsible for coordination of Strategic Planning, Monitoring and Evaluation as well as Annual Reports, Newsletters and other publications in coordination with the Public Relations Unit in the Office.
- Co-ordinate the implementation of the Business Process Re-engineering reform initiative.
- Create awareness on the importance of Customer Service Charters to promote good governance practice in the Office of the Prime Minister.
- Supervise, coordinate and assist team members to improve performance and development their
- Potential.
- Conduct research/benchmark on best practices to implement Customer Service Charters.
- Provide expert advice, guidance and support to managers, supervisors and general staff members in the Office.
- Any other functions as may be delegated and/ or assigned by the Executive Director.

Competency Requirements:

- Analytic and good communication skills.
- Proficiency in written and spoken English
- Knowledgeable of the business of the Public Service of Namibia.
- Facilitation and presentation skills (PowerPoint, Excel & Micro Soft Publisher)
- Ability to work in a team.
- Ability to absorb and apply new skills.

Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

Qualifications obtained from foreign Educational Institutions must be evaluated by the Namibia Qualification Authority (NQA) and proof of evaluation of qualification should be attached.

An application (on form 156043 obtainable at all Government offices) with confirmation letter of probation in the current position together with a comprehensive curriculum vitae and certified copies of education qualifications must be addressed to:

**The Executive Director
Office the Prime Minister
Private Bag 13338
Windhoek**

OR hand deliver to:

**Division Human Resources
5th floor, Room 502
Theo Ben Gurirab Building**

Enquiries: Ms. Susan Ntema, Tel: 061 – 287 3177, Ms. Fiindje Wandjiva, Tel: 061 – 2872058

MANAGEMENT CADRE

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT

Post Designation	:	Deputy Executive Director Grade 2
1x Post	:	Windhoek
Salary Scale	:	N\$555,080 –N\$589,055
Housing benefit	:	N\$97,282 per annum
Motor Vehicle Allowance	:	
Capital costs	:	N100,675 per annum
Running costs	:	N\$30,566 per annum
Total allowance	:	N\$131,241 per annum

Minimum Requirements: A B Degree at NQF L7 plus 9 years appropriate experience.

Duties

Responsibilities

- The incumbent will be the head of the Department of Administration and Refugee Management and will be responsible for planning, implementing, monitoring and evaluation of programmes and activities undertaken by the Department which will include: Refugee Management, Financial Management, Human Resources Management, General Support Services and Information Technology Management.

Duties

- Provide leadership and direction to guide decision making and problem solving by senior management of the department of Administration and Refugee Management
- Advise the Executive Director and the Minister on the implications of alternative policy options and make recommendations on preferred options;
- Promote high morale among Department staff by ensuring that staff assessments, promotion and discipline are conducted fairly and transparently;
- Foster adherence to the relevant legal frameworks, and international legal framework protecting refugees;
- Foster and strengthen linkages and communication between the directorates of the Department;
- Coordinate annual work plans and budgets of the Department;
- Monitor the implementation and evaluate the impact of development programmes and policies and ensure that the necessary actions are taken to maximize their effectiveness;
- Monitor the mandate in relation to protection and support to refugees and other people of concern and including statelessness;
- Supervise and coordinate the successful budget execution for the entire Ministry
- Coordinate the successful implementation of the Ministerial Strategic Plan and Annual Plans within the Ministry.
- Execute financial control over budget provisions of different departments within the Ministry.
- The incumbent will serve as a member of the Executive Management Team (EMT) and Budget Preparation Committee.
- Supervise the Capital Projects within the Ministry
- Instil High Performance Culture within the Department.

Competencies Required

- Project Management.
- Budget Preparation.
- Planning and presentation skills.
- Ability to work under pressure and manage diversity.
- Government Business knowledge.
- Analytical and critical thinking.
- Mandate management.
- Computer literate.
- Knowledge of Public Service Reforms
- Sound knowledge of State Finance Act, Treasury Instructions, Procurement Act and Regulations, Public Service Act (13 of 1995), Labour Act (Act 11 of 2007), Social Security Act, Affirmative Action Act, Correctional Service Act (Act No.9 of 2012, and Namibia Refugees (Recognition and Control) Act 1999 (Act 2 of 1999)

Applications should be addressed to:

**The Executive Director
Ministry of Home Affairs, Immigration, Safety and Security
Private Bag 13200
Windhoek**

**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: HUMAN RESOURCES AND SUPPORT SERVICES (IT)**

Post Designation	:	Director Grade 3
1x Post	:	Windhoek
Salary Scale	:	N\$512,809 -N\$544,196 per annum.
Motor Vehicle Allowance	:	
Capital cost	:	N\$87,202 per annum
Running cost	:	N\$27,273 per annum
Housing benefit	:	N\$81,558 per annum

Minimum Requirements/Competencies Required: Appropriate B- Degree at NQF Level 7 plus nine years (9) experience

Job Description:

- Managing the divisions Human Resources (HR) and Information Technology (IT).
- Advice Senior Management on policy matters related to human resources management and development
- Chair or serve as member of several mandatory Committees such as Ministerial Training Committee, Wellness Committee, Affirmative Action Committee, and Disciplinary Committee.
- Monitoring and evaluation of the Ministerial Strategic Plan, Annual Plan and implementation of Performance Management System.
- Ensure the implementation of Affirmative Action and timely preparation and submission of Affirmative Action reports to Office of the Prime Minister and Employment Equity Commission.

- The day to day operations of the directorate by promoting team spirit and good work practice for Software Development.
- Enforcing standards, methodologies and practices across the directorate for consistency in system development, implementation and support services.
- Providing advice on matters of Business Process Re-Engineering and adoption of software solutions for the Public Service.
- Providing recommendation on matters of Software Solution acquisitions, deployment and support for the Ministry.
- Overseeing the design, development, implementation, support and maintenance of information systems.
- Rendering of advisory services to the Executive Director's Office on all Human Resources (HR) and Information Technology (IT) matters.

Enquiries: Mr. Likius Valombola, Tel: 061 - 292 2022

Applications should be addressed to:

**The Executive Director
Ministry of Home Affairs, Immigration, Safety and Security
Private Bag 13200
Windhoek**

MANAGEMENT CADRE

MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION

DEPARTMENT: MULTILATERAL RELATIONS AND COOPERATION

Post Designation	:	Director Grade 3 (M)
1x post	:	Windhoek
Salary Scale	:	N\$512,809 – N\$544,196
Motor Vehicle Allowance	:	N\$114 475 p.a
Housing Allowance	:	N\$81,558 p.a

Minimum Requirements: An appropriate B-degree (or an equivalent qualification) plus ten (10) years appropriate experience. A Master-degree in Diplomatic studies/Politics/International Relations/Laws/ Economic will be an added advantage.

Competencies: Knowledge of the Namibian Foreign Policy and its Management, Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, financial management and negotiation skills.

DUTY SHEET

- Supervises and directs the formulation of Namibia's Foreign Policy in each of the international and regional organisations of which Namibia is a member.
- Supervises Deputy Directors and other officers in the Department with regard to Performance Agreements, as well as inputs by the Division into the annual report and management plans.
- Agrees to and implements an agreed Performance Agreement with his or her supervisor.
- Supervises the collection of data, their analysis and the submission of policy recommendations prepared by the Department.
- Prepares Namibia's position on conference agenda items in consultation with stakeholders and allied member states representatives.
- Co-ordinates the implementation of policy on International and Regional Organisations.
- Keeps tracks of Namibia's domestic policy, which has an effect on multilateral relations and submits memoranda on their implication.
- Liaises closely with the diplomatic missions accredited to Namibia and exchanges views to facilitate their understanding of Namibia's foreign policy on global issues.
- Attends multilateral conferences in an appropriate capacity about subjects within his or her area of responsibility.
- Briefs and debriefs Namibian officials attending International and Regional Conferences.
- Supervises Deputy Directors and other officers in the Department with regard to assisting and advising them on the drafting and preparation of speeches and memoranda.
- Holds periodic meetings with the staff under him/her to plan operational strategy, review progress and map out procedures for further activity.
- Gives lectures and talks to groups and non-governmental organisations, on Namibia's stand on global issues.
- Notwithstanding the above functions, the Ministry would expect all staff members to comply with all instructions issued to them to carry out official duties.

Enquiries: Ms. Rebecca Iyambo Tel: (061) 282 2348/9, Josef Gumbo Tel: (061) 2822013

DEPARTMENT: BILATERAL RELATIONS AND COOPERATION

Post designation	:	Deputy Director Grade 4(M)
4 x Posts	:	Windhoek
Salary	:	N\$478,220 XP- N\$502,753
Motor Vehicle Allowance	:	N\$102,701 p.a
Housing allowance	:	N\$68,188 p.a

Minimum Requirements: An appropriate B-degree (or an equivalent qualification) plus nine (9) years appropriate experience. Qualifications in Diplomatic studies/Politics/International Relations/Laws/Economic will be an added advantage.

Competencies: Knowledge of the Namibian Foreign Policy, Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, and negotiation skills.

DUTY SHEET

- Manage and administer the division
- Manage the collection, assembling and analysis of data on assigned subjects
- Study policies of countries and advises on any significant policy changes or initiatives which has an effect on Namibia's policies.
- Manage and supervise the implementation of foreign policy decisions of Government in addition to the day to day conduct of bilateral relations between Namibia and other countries.
- Draft management plans
- Draft quarterly and annual reports
- Serves as conveyor during audiences and meetings with the Diplomatic Corps and other official visitors.

Enquiries: Ambassador Sabine Böhlke Möller Tel: 061-282 2169/ Mr. Josef Gumbo Tel: 061-2822013

DEPARTMENT: PROTOCOL AND CONSULAR AFFAIRS, DIVISION: ACCREDITATION, PRIVILEGES AND IMMUNITIES

Post designation	:	Deputy Director Grade 4(M)
1x post	:	Windhoek
Salary	:	N\$478,220 XP- N\$502,753
Motor Vehicle Allowance	:	N\$102,701 p.a
Housing allowance	:	N\$68,188 p.a

Minimum Requirements: An appropriate B-degree (or an equivalent qualification) plus nine (9) years appropriate experience. Qualifications in Diplomatic studies/Politics/International Relations/Laws/Economic will be an added advantage.

Competencies: Knowledge of the Namibian Foreign Policy, Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, and negotiation skills.

DUTY SHEET

- Administers the extension of Privileges and Immunities to Diplomats, Consular Corps, members of the International and Regional Organizations by ensuring that Diplomatic Missions and their staff are granted the privileges and immunities to which they are entitled to under the Vienna Convention on Diplomatic Relations, 1961, the Vienna Convention on Consular Relations, 1963, the Convention on Privileges and Immunities of the United Nations, 1946 and the Convention on Privileges and Immunities of the Specialized Agencies, 1947.
- Handle general enquiries about the Vienna Convention, as well as pursuing complaints involving members of Missions. Handle enquiries and complaints from Missions, members of the public, other Government Departments, solicitors and the Police.
- Manage, coordinate, direct and supervise the day to day activities of the Division: Accreditation, Privileges and Immunities.
- To provide guidance and advise to Subordinates in the attainment of the objectives of the Department and Division.
- To compile quarterly and annual reports of the Division.
- Coordinate ceremonies of credentials of Heads of Mission-designate at State House
- Coordinate commissioning ceremonies of Namibian Heads of Mission-designate at State House.
- Closely supervise and directs the work of the officers in the Accreditation, Privileges and immunities Directorates.
- Supervise the compilation of the Diplomatic List.
- Supervise the issuing of identity cards to diplomats, international organizations and administrative and technical staff.
- Supervise the preparation of conference credentials for Namibian delegates.
- Process requests for accreditation of diplomatic staff, i.e. Heads of Mission, other diplomatic staff.
- Process requests from sovereign countries to establish diplomatic representation in the Republic of Namibia.
- Supervise the issuance of authority for exemption from Customs, Excise and Import duties on plant and equipment and personal effects of Diplomatic Missions and their staff.
- Process requests for the establishment of consular relations with other countries and the granting of exequaturs.
- Process the requests for Agreement for Namibian Heads of Mission and for Namibian Consuls and Honorary Consuls.
- Liaise with other stakeholders of complains by the public against diplomats and vice-versa.
- Liaise with the Department of Civil Aviation for over-flight and landing rights for foreign VIP's and military aircrafts.
- Facilitate appointment requests by Diplomatic, Foreign Dignitaries and Special Envoys.
- Receive and processing correspondences from the State President, First Lady, Founding President, Former President, Vice President, Prime Minister, Deputy Prime Minister, Speaker of the National Assembly, Chairperson of the National Council, Chief Justice, as well as the Minister of Foreign Affairs, to their destinations.
- Perform any other duties as may be assigned by the Supervisor

Enquiries: Ms. Selma Nghinamundova Tel: 061-282 9111/ Mr. Josef Gumbo Tel: 061-2822013

Applicants must be Namibian citizens. Application forms, Form 156043 obtainable from all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Id. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation and confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application. No application forms and documents will be returned.

Please Note: Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.

Application forms should be hand-delivered or addressed to:

Executive Director Hand delivered to:

Human Resource Office

MIRCO OR

Private Bag 13347

WINDHOEK

MIRCO

Office No. 304

3th Floor, East -wing

MANAGEMENT CADRE

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT

DIRECTORATE: RURAL DEVELOPMENT

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$478,220 - N\$502,753
Capital cost	:	N\$76,950.00
Running cost	:	N\$25,751.00
Housing benefit	:	N\$68,188.00

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

Supplementary requirements: A recognized B. Degree on NQF Level 7 in Development Studies, Natural Resources Management, Public Administration/Management or equivalent qualification plus four (4) years appropriate experience at middle management level (Grade 6) in the Public Service.

OR

A Master's degree on NQF Level 9 in Development Studies, Natural Resources Management, Public Administration/Management or equivalent qualifications will serve as an added advantage.

Main duties of the job:

Provide leadership and strategic direction in the development, implementation and coordination of the rural development initiatives by the Ministry in collaboration with stakeholders.

- Manage the design, implementation and coordination of the Rural Development initiatives, which include components relating to natural resources management, social and infrastructure development, rural industrialization and food security;
- Develop and ensure effective linkages and platforms for coordinated planning and revision of the effectiveness and impact of rural development interventions/programmes as well as reporting/accountability by key stakeholders in rural development in the country;
- Advise, mobilise and ensure adequate resources (both technical and financial) and ensure capacity development for the effective implementation of rural development interventions;
- Design interventions to support and strengthen the resilience and capacity of rural communities to respond to and survive the negative impact of climate change;
- Oversee the business operation of the Rural Development Centers, including management of finances and related human resources;
- Analyze the operations, performance and systems of the Rural Development Centers and propose strategies, plans and systems for improvement;
- Manage and monitor the performance of rural development initiatives and providing advice and expertise to deliver key rural development outcomes;
- Review and analyze quarterly reports to identify the causes of potential challenges in projects/programme implementation and to enhance quality of reporting;

- Initiate and oversee research to investigate and profile viable opportunities for self-help rural community-led poverty eradication, income and employment creation;
- Mobilise, facilitate and provide demand-driven technical assistance to Regional Councils and other implementers of rural development; and
- Perform any other functions as may be assigned from time to time by the Supervisor.

Administrative Functions:

- Supervise, monitor and ensure the effective functioning and performance of the Division as per its assigned mandate and approved work plan and as an integral part of the Ministry and its overall organisational work plan;
- Ensure that the functions and activities of the Division are designed and carried out in conformity with the applicable policies, laws and regulations and other compliance standards and requirements;
- Provide leadership in the development of a strategic and annual plan for the Division and ensure that the Division's plans and activities are aligned to the overall plans and activities of the Ministry;
- Ensure that all staff members of the Division have job descriptions, have signed performance agreements and their performance is reviewed/appraised as per the guidelines set by the Office of Prime Minister or instructions from his/her supervisor; and
- Perform any other assignments as may be assigned by the supervisor.

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

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 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.
- Faxed 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) must be used/completed and 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 delivers to:
Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street**

MANAGEMENT CADRE

ERONGO REGIONAL COUNCIL

DIRECTORATE: INFRASTRUCTURE DEVELOPMENT

Post designation	:	Deputy Director Grade 4 Engineer (civil)
1xPost	:	Swakopmund
Salary scale	:	N\$478,220 -502 753
Motor Vehicle Allowances		
Capital Cost	:	N\$76,950 per annum
Running Cost	:	N\$25,751 per annum
Housing allowance	:	N\$68,188 per annum

Minimum requirements: A Bachelor Degree in Engineering (Civil) (NQF Level 7) with nine (9) years appropriate experience and Registered as Professional Engineer with the Engineering Council of Namibia.

Main Duties:

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.

- Establishing regional technical policies, standards and guidelines for the provision of new infrastructure and maintenance of existing structure. 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/departments 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 title conditions.
- Monitor and guide improvements to construction, 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 the Erongo Regional Council.
- Verify Payment Certificates in respect of actual performance, output of goods 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 Evaluation / Director Infrastructure Development and Chief Regional Officer.

Enquiries: Ms SJ Visagie 064-4105719 or Ms E Haindongo 064-4105738

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

NB. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

Foreign qualifications must be accompanied by an evaluation of qualification by the Namibia Qualifications Authority (NQA)

Faxed applications will not be considered.

Women and people with disabilities who meet the advertised requirements are encouraged to apply.

Applicants must attach proof of confirmation of probation to their application forms.

Please note: Only shortlisted candidates will be contacted and no documents will be returned.

MANAGEMENT CADRE

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: HUMAN RESOURCES, FINANCE AND ADMINISTRATION DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Post Designation	:	Deputy Director Grade 4
1 x Post	:	Rundu
Scale Salary	:	N\$478,220 - N\$502,753
Housing Allowance	:	N\$68,184 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum

Minimum Requirement: An appropriate B Degree at NQF L7 or equivalent qualification from a recognized academic institution plus nine (9) years appropriate experience.

Additional Requirements

Preference will be given to candidates with a Bachelor Degree: in Human Resource Management, Business Administration / Management.

Nine (9) years appropriate experience of which four (4) years should be at Grade 6 as Chief Human Resource Practitioner (job category: Human Resource Practitioner only).

Competitive field

Only applicants from the job category of Chief Human Resource Practitioner Grade 6 will be considered.

Candidates from outside the Public Service must have experience in related fields on middle management level.

Duties and responsibilities:

The incumbent will be responsible to:

- Advise the Accounting Officer and other line managers on all human resource related matters.
- Facilitate the implementation of the Performance Management System.
- Coordinate the training and development of human resources.
- Ensure that human resource decisions of the Council are implemented.
- Collaborate with line ministries in the implementation of human resource programmes at the Regional level.
- Responsible for the compilation of the human resource budget.
- Responsible for drafting the Affirmative Action Plans and Reports for the Regional Council.
- Ensure communication, coordination and awareness of HR policies and procedures impacting on decentralization amongst line ministries, Regional Councils and Local Authorities.
- Coordinate and liaise organizational staffing needs.
- Participate in collective bargaining and negotiations with Trade Unions.
- Facilitate proposals for the abolition and creation of posts on the structure of the Regional Council.
- Ensure the establishment of the Workplace Wellness Programme and the implementation thereof.
- Overseeing and supervise all human resource activities and report to the Director General Services on monthly and quarterly basis.
- Conduct inspections within the Regional Council to ensure compliance with prescribed staff rules and standards.
- Participate in the formulation, implementation, Monitoring & Evaluation of the Strategic Plans.

- Submit HR policy proposals to the Office of the Prime Minister for consideration and recommendation.
- Coordinate the assessment of staffing needs of the Regional Council and have the necessary establishment proposals drafted for consideration by the Office of the Prime Minister.
- Ensure that all staff movements (appointments, transfers, promotions, demotions, discharges, etc) are properly recorded and relevant information transmitted to the Public Service Commission through the Ministry of Urban and Rural Development.
- Attend to human resource-related audit queries.

Enquiries: Mr. Ludwig K Thikusho 066-266000, Ms. Ludgela Nangura , Tel 066-266000

To Candidates:

- Applications must be accompanied by a comprehensive curriculum vitae, testimonials and certified copies of educational qualifications, academic records/transcript.
- All Public Servant applicants should send their applications through their O/M/A Human Resource offices and confirmation letters must be attached.
- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) to be attached.
- Failure to complete all items on the application form for employment (latest revised) and not attaching the necessary documents will disqualify the application. Only shortlisted candidates will be considered and no personal documents will be returned.

NB! In terms of Affirmative Action Act, Act 29 of 1998, qualifying women and person with disabilities are encouraged to apply.

Application must be submitted to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
RUNDU**

Or

**Hand delivery at:
Human resource Office No. 15
Kavango east Regional Council
Maria Mwengere Street
RUNDU**

OFFICE OF THE PRIME MINISTER

DEPARTMENT PUBLIC SERVICE COMMISSION SECRETARIAT DIVISION: STAFFING

Post Designation	:	Chief Human Resource Policy Analyst Grade 5
1x Post	:	Windhoek
Salary scale	:	N\$400,001 – N\$478,220

Minimum Requirements: B–Degree in Human Resource Management at NQF level 7 plus 6 years appropriate experience in Human Resources Policy/Administration.

Job Attributes

Applicants should possess analytical, investigative and problem solving skills. He/she should have a background in human resources and the ability to work independently with minimum supervision. Good communication skills are required in order to be able to make oral and written presentations to the Public Service Commission with regard to the complete spectrum of human resource issues in the Public Service. He/ She must be prepared to work under pressure, and must be computer literate. Potential applicants must have 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.

Job Description:

Responsible for performing research on existing Human Resources policies and conditions of service matters in Offices/Ministries/Agencies (O/M/As) and Regional Councils.

Staffing Compliance

- Compile the weekly submission package for the Commission
- Seek and lead opportunities for continuous improvement in processes, policies, rules, regulations and procedures

Planning and Reporting

- Prepare and present various reports on matters pertaining to the division's mandate to division's management team
- Ensure that assigned duties are performed in line with the Secretariat's service delivery standards
- Organise and prioritise work in an efficient and effective manner

People Management

- Motivate, coach and manage junior staff towards achievement of goals
- Assign duties/tasks/responsibilities and monitor performance thereof
- Assist in the mentoring and in-service training of junior staff members in the interpretation and application of Public Service Act, Staff rules and regulations
- Supervise workflow within the team in line with service delivery standards of the Secretariat
- Provide input to the management for staff performance appraisal
- Identify staff development needs
- Monitor and boost team morale

Relationship Management

- Train and advise OMAs and Regional Councils on matters pertaining to effective and efficient Human Resource Management (HRM)
- Assist HRPs in OMAs and Regional Councils in resolving complex personnel cases
- Liaise with key stakeholders on routine basis on matters pertaining to Public Service: Internal staff, Human resources Practitioners (HRPs) in OMAs and Regional Councils, the Department of Public Service Management, the Office of the Attorney General.

In terms of Affirmative Action plan, qualifying women and persons with disabilities, are encouraged to apply.

Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Qualifications obtained from foreign education institutions must be evaluated by NQA.

An application (on form 156043 obtainable at all Government offices) together with a comprehensive curriculum vitae and certified copies of education qualifications and identity document must be address to:

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

Enquiries: Mrs Inga Ndaningina Tel: +264 61 2873149, Or Mr Sennen Mukulu Tel: +264 61 2872142

PARLIAMENT: NATIONAL COUNCIL

DIRECTORATE: GENERAL, RESEARCH AND INFORMATION SERVICES

DIVISION: GENERAL SERVICES

SUBDIVISION : HUMAN RESOURCES

Post designation	:	Chief Human Resource Practitioner Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$328,139 x P – N\$392,158
Salary Notch	:	N\$328,139 per annum
Transport Allowance	:	N\$7,848 per annum
Housing Allowance	:	N\$13,080 per annum

Minimum requirements: A National Diploma majoring in human resources on NQF Level 6.

Main responsibilities

- Interpretation and application of laws, regulations and rules related to staff matters,
- Administering and advising on conditions of service for staff members,
- Do routine correspondence (submission, letters etc.) and handling enquiries in respect of conditions of services,
- Responsible for creation of posts, recruitment, monitoring of disposition of personnel and undertaking all activities concerning the employee assessment system,
- Supervision of Division work, including verification, distribution of relevant documents etc.
- Facilitating appointments, transfer and training of staff (schedules for appointments, drafts on motivation and facilitating interviews),
- Compiling circulars on human resources matters,
- Facilitating disciplinary actions in consultation with head of departments,
- Organising own work, determining and revising work procedures and priorities as well as comparing various computer printouts,
- Undertaking inspections in respect of subordinate's performance with the view to assess training needs to enhance professionalism and provide training when needed,
- Providing general advice to sections/ head of departments,
- Performing any other duty as may be assigned.

Application procedure:

- Candidacy is limited to Namibian citizens who meet the requirements.
- Candidates with foreign qualifications must attach evaluation of their qualifications from Namibia Qualification Authority (NQA).
- Applications must be accompanied by detailed curriculum vitae with comprehensive details of work related experience and exposure, certified copies of academic qualifications, national identity document and testimonial letter/s from current and former employer/s.
- Application must be made on form 156043 (obtainable from any Government O/M/A).
- Applications not complying with the above procedure may be disqualified.
- Only shortlisted candidates will be contacted and no documents will be returned to the applicants.

Enquiries: Ms L. Bock, Tel: 061-202 8080

**DIRECTORATE: OFFICE OF THE SECRETARY
DIVISION: INTERNAL AUDIT**

Post designation	:	Chief Internal Auditor Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$328,139 x P – N\$392,158
Salary Notch	:	N\$328,139 per annum
Transport Allowance	:	N\$7,848 per annum
Housing Allowance	:	N\$13,080 per annum

Minimum requirements: A three year B. Degree in Accounting and Finance (or equivalent qualification on NQF Level 7) plus 6 years appropriate experience in internal auditing. Confirmation of probation is subject to the issuing of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance on advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

Additional requirements: Experience in financial auditing is highly recommended. Financial Accounting must be one of the major subject on a degree or equivalent qualification level. Supervision skills, team work and leadership qualities are highly recommended.

Main responsibilities:

- Compiling of annual internal audit program,
- Planning and executing of audit engagements,
- Proper documentation of audits performed and conclusions reached,
- Reporting on audit engagement,
- Compiling and maintenance of Internal Audit Manuals and assisting in training of internal auditors under his/her supervision,
- Developing Internal Audit standards and norms and regulating the use and implement thereof,
- Liaise with the Office of the Auditor General on matters relating to government accounting, control system and audit functions,
- Conduct special inspections and investigations as deemed necessary and required,
- Control and supervise the expenditure of the division,
- Provide leadership to the division,
- Ensure, through supervision and review, that auditing tasks are carried out in accordance with the approved programs, conform to audit standards prescribed by Treasury and are complete in time,
- Provide in-service training to and guidance to subordinates as considered necessary,
- Follow-up, within reasonable, whether recommendations made to directorates, divisions and sub-divisions have been implemented and report results to management,
- Compile submissions to management as well as Treasury to obtain approval for carrying of all auditing activities as per annual work program and in accordance with section 18 in the State Finance Act 1991, (Act 31 of 1991)

Application procedure:

- Candidacy is limited to Namibian citizens who meet the requirements.
- Candidates with foreign qualifications must attach evaluation of their qualifications from Namibia Qualification Authority (NQA).
- Applications must be accompanied by detailed curriculum vitae with comprehensive details of work related experience and exposure, certified copies of academic qualifications, national identity document and testimonial letter/s from current and former employer/s.
- Application must be made on form 156043 (obtainable from any Government O/M/A).

- Applications not complying with the above procedure may be disqualified.
- Only shortlisted candidates will be contacted and no documents will be returned to the applicants.

Enquiries: Mr Tousy J. Namiseb, Tel: 061-202 8014

Applications should be sent to:

**The Secretary: National Council
Private Bag 13371
WINDHOEK**

Or hand deliver at:

**Human Resource Office
First floor, Room 1.16, 1.17 or 1.22
14 Love Street, Parliament Buildings**

OFFICE OF THE JUDICIARY
DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: SUPREME AND HIGH COURTS
DIVISION: HIGH COURT

Post designation	:	Senior Legal Officer Grade 5
2x Posts	:	Windhoek
Scale of salary	:	N\$400,001 – N\$478,220
Housing Allowance	:	N\$13, 080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum requirements: B. Juris Degree plus 6 years in-service experience as an Assistant Legal Officer plus certification of satisfactory performance;

OR

BA LLB Degree plus 3 years in-service experience as a Legal Officer plus certification of satisfactory performance;

OR

BA LLB Degree plus Registration as provided for in the appropriate legislation

Additional requirements:

- Admission as Legal Practitioner in Namibia;
- Proficiency in Microsoft Office programs (tested during interviews).

Purpose of the post:

- The incumbent of this position will be assisting Judges of the High Court with research, case management and court proceedings in general

Key performance areas:

- Communicate with Legal Practitioners regarding case management and procedural requirements;
 - Assist the judges during courtroom proceedings;
 - Conducting legal research on behalf of the Judges of the High Court and Supreme Court;
 - Prepare bench memos and other legal memoranda with respect to pleadings and depositions;
 - Proof reading Judges orders and judgments;
 - Verifying legal citations for accuracy;
 - Summarize common cause facts and issues on pleadings;
 - Issuing of court process, i.e. Judicial Case Management notices, etc.
 - Prepare draft orders for the Judges' approval before signature and verification and signing of such orders; and
 - Assist Judges with all cases from inception to conclusion
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DEPARTMENT: JUDICIAL MANAGEMENT
DIRECTORATE: ADMINISTRATION
DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
SUBDIVISION: HUMAN RESOURCE MANAGEMENT

Post designation	:	Human Resource Practitioner Grade 8
1x Post	:	Windhoek
Scale of salary	:	N\$220,828 – N\$263,911
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680per annum

Minimum Requirements: A National Diploma majoring in Human Resources on NQF Level 6

Additional Requirements:

- An appropriate Bachelor's Degree majoring in Human Resources (or equivalent qualification) on NQF Level 7; and
- Two (2) years' working experience in Human Resources field.

Key accountabilities:

- Conduct recruitment and selection processes;
- Administer conditions of service and employee benefits;
- Attend to employee grievances and misconduct;
- Processes employee leave records;
- Advises staff members on HR processes and systems;
- Assists line supervisors with performance agreements and assessments;
- Conduct induction of new employees;
- Execute any other duties assigned by the supervisor or any other authorised person

DIVISION: INFORMATION TECHNOLOGY

Post designation	:	Chief Computer Technician Grade 9
1x Post	:	Windhoek
Scale of salary	:	N\$199,691 – N\$239,033
Housing allowance	:	N\$10,464 per Annum
Transport allowance	:	N\$7,680 per Annum

Minimum requirements:

- A National Diploma or equivalent qualification in Information Technology on NQF Level 6 with three (3) years proven experience in Information Technology.

Additional requirements:

- Basic knowledge of video conferencing
- Possession of a valid Driver's License is a prerequisite **(a certified copy must be attached and license must be at least two(2) years old)**

Key performance areas

- 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;
- Join computers to the network and ensuring that they are in good working condition;
- Install all system applications and ensuring that the latest updates are made available to the users;
- Installing of computers and large hardware systems, 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;
- Oversee and manage the performance of Computer Technicians;

- 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;
- Keep records of maintenance work and repairs;
- Train users on new software packages and systems;
- Install and configure computers and internet security software, and troubleshoot helpdesk and internet connectivity issues;
- Fix and repair computers, printers and other hardware; and
- Execute any other duties assigned by the Deputy Director or any other authorized person.

Post Designation	:	System Administrator Grade 9
1 x Post	:	Windhoek
Scale of salary	:	N\$ 243, 812–N\$ 274,573 (P)
Housing Allowance	:	N\$13, 080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: A Degree in Information and Technology, Business Computing or Software Development on NQF Level 7 or equivalent qualification.

Additional requirement

- Basic knowledge of video conferencing
- 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
- Possession of a valid Driver's License is a prerequisite **(a certified copy must be attached and license must be at least two(2) years old)**

Key Accountabilities

- Installing, testing and relocation of computer system and network component;
- Monitoring network performance;
- Coordinating installation, upgrades or enhancements to computer and network systems;
- Advising on and implementing enhancements for efficiency;
- Participating in evaluation of new products and network upgrades;
- Providing front-line support to end users;
- Update Anti-Virus applications at all times, to avoid malware and all other intrusions on the network;
- Implement the policies for the use of the computer system and network;
- Setup security policies for users;
- A System Administrator must have a strong grasp of computer security (e.g. firewalls and intrusion detection systems);
- Support the functions of the Chief System Administrator; and
- Undertaking any other duties which may be assigned by the Supervisor and/or Deputy Director: IT

Key Competencies

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively;

**DIRECTORATE: LOWER COURTS
SUBDIVISION: WINDHOEK**

Post Designation	:	Chief Legal Clerk Grade 8
1x Post	:	Windhoek
Scale of salary	:	N\$220,828 – N\$263,911
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: An appropriate National Diploma in Accounting, Business Administration, Public Management or Human Resource Management on NQF Level 6 or equivalent qualification plus **five (5)** years' experience in court administration.

Additional requirement

- Preference will be given to candidate with extensive knowledge and experience in quasi-judicial functions and court administration at Magistrate's Offices.

Key Accountabilities

- Supervisor and train of the administrative staff;
- Perform quasi-judicial functions;
- Receive state revenue in respect of bail, court fines and traffic fines;
- Perform administrative duties as prescribed in the codified and Treasury Instruction and other relevant legal instruments;
- Submit the monthly expenditure cashbook and cash account to Division Financial Management of Office of the Judiciary and Treasury at the Ministry of Finance;
- Submit monthly expenditure cash account for commercial bank account to Division Financial Management of Office of the Judiciary;
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Court;
- Provision of advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc;
- Perform bookkeeping functions;
- Balance/Reconcile revenue accounts/ registered;
- Compile and submit monthly reports in respect of revenue returns;
- Assess the performance agreements of junior staff members;
- Supervise and train staff; and
- Execute any other duties assigned by the supervisor or any other authorised persons.

Key Competencies

- Interpersonal Skills;
 - Confidentiality;
 - Customer service oriented;
 - Reliability;
 - Innovative;
 - Excellent organizing skills to adapt to a changing environment;
 - Ability to priorities and manage work effective
-

SUBDIVISION: WINDHOEK, OSHAKATI, KEETMANSHOOP,

Post designation	:	Senior Legal Clerk Grade 10
3x Posts	:	Windhoek, Opuwo and Bethanie
Scale of salary	:	N\$ 147 485 – 176 895
Housing Allowance	:	N\$ 10, 464 per annum
Transport Allowance	:	N\$ 7,680 per annum

Minimum requirements: A Grade 12 (or Equivalent) certificate on NQF Level 3 **plus** 3 years' experience in court administration

Additional requirements:

- An appropriate National Diploma on NQF Level 6 in Accounting, Business Administration, Public Management/Administration or Human Resources Management would be an added advantage;
- Candidates must have extensive knowledge and experience in quasi-judicial functions and court administration at Magistrates' Office.
- Preference will be given to applicants in possession of a valid Driver's License (**a certified copy must be attached and license must be at least two(2) years old**)

Key performance areas:

- Supervise and train junior administrative staff;
- Perform quasi- judicial functions;
- Receive state revenue in respect of bail, court fines and traffic fines;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions and/or other relevant legal instruments;
- Perform bookkeeping functions;
- Check and balance/Reconcile Revenue accounts/register;
- Compile and submit monthly expenditure cashbook and cash accounts;
- Assess the performance agreements of junior staff members;
- Execute any other duties assigned by the supervisor or any other authorized persons.

SUBDIVISION: RUNDU AND OSHAKATI & OTJIWARONGO

Post designation	:	Senior Interpreter Grade 11
1xPost	:	Rundu
Scale of salary	:	N\$ 122 965 – 147 485
Housing Allowance	:	N\$ 10, 464 per annum
Transport Allowance	:	N\$ 7,680 per annum

Language requirements: English plus Thimbukushu and Rumanyo (Rusambyu, Rugciriku and Tjokwe will be an added advantage)

Driving Licence : Possession of a valid Driver's License is a prerequisite (a certified copy must be attached and license must be at least two (2) years old)

1 x Post : Tsumeb

Language requirements: English plus Oshiwambo and Damara>Nama (Otjiherero, Afrikaans and Rukwangali will be an added advantage)

Minimum Requirements:

- A Grade 12 (or equivalent) Certificate on NQF L3 with 20 points in 5 Subjects including at least E symbol in English;

- Ability to speak, read and write English and at least two (2) indigenous languages as indicated above; and
- Five (5) or two (2) years as a Court Interpreter.

Key Performance Areas:

- Provide Interpretation services in Court;
- Assist with quasi-judicial administrative duties;
- Verify case records with court roll on daily basis;
- Evaluate interpretations and granting of assistance and training; and
- Execute any other duties assigned by the supervisor 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 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 letters of confirmation of their probation in their current positions, as well as not attaching Driver's License where it is applicable will not be considered; and
- Please note all documentation must be 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.

Enquiries:

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

**Ms. Aletta Emvula
Ms. Wilka Ashipala**

**Tel: 061- 435 3603
Tel: 061- 435 3606**

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.

MINISTRY OF FINANCE

DIVISION: INTERNAL AUDIT SERVICE

Post Designation	:	Internal Auditor Grade 8
1x Post	:	Windhoek
Scale of Salary	:	N\$220,828 – N\$263,911
Housing Allowance	:	N\$13,080
Transport Allowance	:	N\$7,680

Minimum requirements: A B. Degree or equivalent qualification at NQF L7 in Accounting and Auditing plus 3 years appropriate experience in auditing.

Additional requirements: Basic background in Information Systems Auditing and basic understanding of Risk Management.

Key performance areas

- Provide an independent assurance that the ministry's governance, risk management and control processes are operating effectively. Work within the ministry to monitor and evaluate how well risks are being managed, how directorates are running and if internal processes are working. Also responsible for consulting service, advising management on how to improve their systems and processes.
- Attending meetings with auditees to develop an understanding of business processes
- Meet relevant staff and obtain documents and background information
- Researching and assessing how well risk management processes are working and recording the results using software such as Microsoft Word and Excel
- Performing risk assessments on key activities and using this information to guide what should be covered in audits
- Anticipating emerging issues through research and interviews and deciding how best to deal with them providing support and guidance to Chief Internal Auditor on how to handle new opportunities
- Agreeing recommendations with relevant staff members to make improvements to operations and helping to secure backing for them in meetings
- Preparing draft reports to highlight issues and problems and distributing the reports to the relevant people
- Assessing how well the Ministry is complying to rules and regulations and informing management of any issues that need addressing
- Managing a variety of stakeholders and their expectations through regular communications.
- Conduct follow up of audit findings to ensure adequacy and timeliness of correction and implementation thereof. Handle audit queries.
- Carry out any other official duties assigned from time to time.
- Perform any other activities as assigned by the Deputy Director and other senior officials.

Enquiries: Mr A Nowaseb; Tel 209 2121

DIRECTORATE: GOVERNMENT INTERNAL AUDIT AND POLICY COORDINATION
SUBDIVISION: GOVERNMENT INTERNAL AUDIT SERVICE

Post Designation	:	Internal Auditor Grade 8
3x Posts	:	Windhoek
Scale of Salary	:	N\$220,828 – N\$263,911
Housing Allowance	:	N\$13,080
Transport Allowance	:	N\$7,680

Minimum requirements: A B. Degree or equivalent qualification at NQF L7 in Accounting and Auditing plus 3 years appropriate experience in auditing with a valid driver's license.

Additional requirements: Basic background in Information Systems Auditing and basic understanding of Risk Management.

Key performance areas

- The Internal Auditor is responsible to Chief Internal Auditor and he/she will be expected to perform the primary functions of an IT audit, procurement, forensic audit, special investigation and any other specialised audit to evaluate the systems that are in place to guard an organization's information. She/he is responsible in terms of information technology audits to evaluate the organization's ability to protect its information assets and to properly dispense information to authorized parties. An IT auditor is responsible for the internal controls and risks of a company's technology network. His/her role includes identifying the weaknesses in a systems network and creating an action plan to prevent security breaches in the technology. An IT auditor can also be involved in the planning and execution of internal audit procedures and the creation of internal audit reports. She/he must work within a team to create a solid information technology infrastructure, and collaborate with clients to devise and put in place policies and procedures regarding network security issues.
- Performs general and application control reviews for simple to complex computer information systems.
- Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- Directs and/or performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems.
- Maintains and develops computerized audit software.
- Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions.
- Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management.
- Consults with and advises administrators, faculty, and staff on various operational issues related to computerized information systems, and on general business operations as needed.
- Follows up on audit findings to ensure that management has taken corrective action(s).
- Coordinates and interacts with external auditors, administrators, faculty, staff and law enforcement officials as appropriate; may be required to testify in court.
- Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.

- Conduct operational, compliance, financial and investigative audits, as assigned.
- Perform work in an efficient and effective manner as well as in compliance with the Public Service Act, 1995 (Act 13 of 1995), as well as the Public Service rules and regulations.
- Perform any other duties assigned by the Chief Internal Auditor and Deputy Director

Enquiries: Ms Maxine Cloete-Hangula, Tel 081 1289443

**DIRECTORATE: GOVERNMENT INTERNAL AUDIT AND POLICY COORDINATION
SUBDIVISION: PUBLIC SERVICE INTERNAL AUDITORS CAPACITY BUILDING**

Post Designation	:	Internal auditor Grade 8
1xPost	:	Windhoek
Scale of Salary	:	N\$220,828 – N\$263,911
Housing Allowance	:	N\$13,080
Transport Allowance	:	N\$7,680

Minimum requirements: A B. Degree or equivalent qualification at NQF L7 in Accounting and Auditing plus 3 years appropriate experience in auditing with a valid driver's license.

Additional requirements: Basic background in Information Systems Auditing and basic understanding of Risk Management.

Key performance areas

- The Internal Auditor is responsible to Chief Internal Auditor and he/she will be expected to plan individual audit engagement, carry out the fieldwork, document the results and draft audit reports, as directed by the CIA and in accordance with auditing standards adopted by the internal audit division. The internal auditor will be required to contribute to the development and implementation of the internal audit division's annual and three-year work plans and the training plans for professional and other areas. She/he will be expected to develop and implement the Internal Audit Division's professional, training and administrative strategy, as set out in the approved annual and medium term plans. In carrying out the assigned responsibilities, the Internal Audit will perform work delegated by the Chief Internal Audit
- Maintain the database for storage documents from O/M/A internal audit units (database to be established);
- Ensure the database capture all required documents from all internal audit units;
- Ensure periodic back-up is taken of the database;
- Print and store in annual binders, hard copies of the IA annual plans and reports for each internal audit unit;
- Conduct periodic self-assessment to assess conformance with the IA Charter, the Definition of Internal Auditing, the IA manual, the Code of Ethics, and regulatory requirements;
- Assess the efficiency and effectiveness of internal audit in meeting the needs of its various stakeholders;
- Review the annual IA plan vs. actual for the current period, including engagements currently in progress and details of engagements completed and reports issued. Understand and comment on differences;
- Assess the IA activity's accomplishment of its plans and objectives, as well as the effectiveness of its reporting and implementation follow-up;
- Conduct Client Surveys and assess level of satisfaction with internal audit services;

- Assess and measure the performance of internal audit units;
- Semi-annual work paper reviews for performance in accordance with internal audit manual;
- Assess and determine whether the IA activity conducted a documented formal risk analysis of auditable entities at least annually;
- Assess how the results of the risk assessment were used to develop audit plans;
- Conduct monitoring and evaluation activities as mentioned in the M&E Guidelines;
- Assist in reporting on the activities to AC on a quarterly basis;
- Assist in drafting an annual report to AC on the status of the internal audit function, including recommendations for strengthening the same;

Enquiries: Ms Maxine Cloete-Hangula, Tel 0811 289443

**DIRECTORATE: ECONOMIC POLICY AND ADVISORY SERVICES
DIVISION: FINANCIAL EDUCATION AND CONSUMER PROTECTION**

Post Designation	:	Senior Economist Grade 7
1 x Post	:	Windhoek
Scale of Salary	:	N\$269,189 – N\$321,709
Salary Notch	:	N\$269,189
Housing Allowance	:	N\$13,080
Transport Allowance	:	N\$7,680

Minimum Requirements: An appropriate or equivalent qualification on NQF L7 with one or more of the following subjects: Economics, Business Economics, Accountancy or Cost Accounting.

Additional Requirement: A valid driver's licence.

Key performance areas

- Development and implementation of FLI Strategy and Plan of Action.
- Coordination and liaison with other stakeholders involved in financial inclusion topics.
- Development and implementation of financial inclusion topics.
- Assist the superiors in their responsibilities and duties on behalf of the Ministry of Finance with regards to the NFSS.
- Review and give input to relevant documentations or publications related to financial inclusion.
- Offering training and educational interventions at workshops, conferences, trainings.
- Liaise with relevant stakeholders.
- Administration duties for the division.

Enquiries: Mr Festus Nghifenwa; Tel 2092131

In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply.

Foreign qualifications must be evaluated by the Namibia qualifications authority (NQA) and proof of evaluation of qualification should be attached.

Applicants must be Namibian citizens and or public servants. Applications (on form 156043 obtainable at all government offices) together with a comprehensive curriculum vitae and certified copies of educational qualifications must be submitted to:

**The Executive Director
Ministry of Finance
Private Bag 13295
Windhoek.**

MINISTRY OF FISHERIES AND MARINE RESOURCES

DIRECTORATE: OPERATIONS DIVISION: TECHNICAL SERVICES

Post Designation	:	Marine Superintendent Grade 3
1x Post	:	Walvis Bay
Salary Scale	:	N\$ 512 809 XP – 544 196
Transport Benefits	:	
Capital Cost	:	N\$87,202 P.A
Running Cost	:	N\$27,273 P.A
Housing Benefits	:	N\$81,558 P.A

Appointment requirements: An Engineer Officer Class 2/1 Certificate of Competency in compliance with the requirement as prescribed by the Education Training and Certificate of Namibia Seafarers Regulations or the Standard of Training and Certification and Watch Keeping for Seafarers, 1995 as amended and Manning of Ships Regulations issued in terms of the Merchant Shipping Act, 1951 (Act 57 of 1951), recognized by the Directorate of Maritime Affairs, with STW 78/95 as Chief Marine Engineer Officer with an appropriate working experience of five (5) years on board vessel of not less than 500 BRT as Chief Engineer. Possession of B. Tech Degree in Marine Engineering plus Competence Certificate as above shall be an added advantage.

DIRECTORATE: OPERATIONS DIVISION: TECHNICAL SERVICES ARANDIS AIR WING SECTION

Post Designation	:	Senior Pilot grade 6
1X Post	:	Arandis
Salary Scale	:	N\$328,139 – N\$392,158
Transport Allowance	:	N\$7,680 P.A.
Housing Allowance	:	N\$13,080 P.A.
Danger Allowance	:	N\$42,612 P.A

Appointment requirements: A Commercial Pilot License and instrument night ratings. He/she should have a minimum of 3000 hours of flying experience. Minimum of 1500 flight experience as Pilot in command on multi-engine turbine engine aero plane. He/she should have experience in flight Operations.

Enquiries: Mr. Fabian Ngiulivali, Tel: 061 205 3054/ Ms. Selma Angula, Tel: 061 205 3053

DIVISION: MONITORING, CONTROL AND SURVEILLANCE

Post Designation	:	Chief Fisheries Inspector grade 9
1x Posts	:	Luderitz
Salary Scale	:	N\$122,965 – N\$147,485
Transport Allowance	:	N\$7,680 P.A.
Housing Allowance	:	N\$10,464 P.A.
Danger Allowance	:	N\$42,612 P.A

Appointment requirements: A grade 12 or equivalent Certificate on NQA L3 plus the passing of the Fisheries Inspector Course (FIC) plus 6 years appropriate experience as a Senior Fisheries Inspector in Marine fisheries or Inland fisheries.

Additional requirements: A valid code B driver's license.

Enquiries: Ms. Hilma Namwandi, Tel: 061 205 3019/ Ms. Selma Angula Tel: 061 205 3053

**DIRECTORATE: AQUACULTURE
DIVISION: KAMUTJONGA RESEARCH AND TRAINING CENTRE
SUB-DIVISION: RUNDU REGIONAL OFFICE**

Post Designation	:	Senior Fisheries Biologist Grade 6
1xPost	:	Rundu
Salary scale	:	N\$ 328 139 XP- N\$ 392 158
Transport Allowance	:	N\$ 7 680 P.A.
Housing Allowance	:	N\$ 13 080 P.A.
Danger Allowance	:	N\$ 31 872.00 P.A

Appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 in one or more of the following directions: Chemistry; Physics; Microbiology; Physiology; Zoology; Botany; Meteorology; Mathematics; Applied Statistics; Biochemistry or any other related natural sciences that can sustainably advance inland aquaculture production and biodiversity conservation on our inland water bodies and rivers plus 3 years appropriate experience and probation must be confirmed at the level of Fisheries Biologist Grade 8.

Additional requirements:

The incumbent should have sound inland aquaculture production and inland fisheries background with at least 3 years appropriate experience with aquaculture and inland fisheries management (planning, implementing, controlling and evaluating). The candidate must be capable of working in the field and be able to capture and process data as well as write scientific reports plus Driver's license code 08.

**DIVISION: KAMUTJONGA RESEARCH AND TRAINING CENTRE
SUB-DIVISION: RUNDU REGIONAL OFFICE**

Post Designation	:	Chief Fisheries Research Technician Grade 7
1x Post	:	Rundu
Salary scale	:	N\$269,189 – N\$321,707
Transport Allowance	:	N\$7,680 P.A.
Housing Allowance	:	N\$13,080 P.A.
Danger Allowance	:	N\$31,872.00 P.A

Appointment requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus 3 years appropriate working experience.

Additional requirements: Candidate must be in possession of a valid (B or BE or higher code) driver's License.

DIVISION: INLAND AQUACULTURE CENTRE (ONGWEDIVA)
SUBDIVISION: ONAVIVI REGIONAL OFFICE

Post Designation	:	Senior Fisheries Biologist Grade 6
1x Post	:	Onavivi
Salary scale	:	N\$328,139 XP- N\$ 392,158
Transport Allowance	:	N\$7,680 P.A.
Housing Allowance	:	N\$13,080 P.A.
Danger Allowance	:	N\$31,872.00 P.A

Appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 in one or more of the following directions: Chemistry; Physics; Microbiology; Physiology; Zoology; Botany; Meteorology; Mathematics; Applied Statistics; Biochemistry or any other related natural sciences that can sustainably advance inland aquaculture production and biodiversity conservation on our inland water bodies and rivers plus 3 years appropriate experience and probation must be confirmed at the level of Fisheries Biologist Grade 8.

Additional Ideal requirement: Candidate must be in possession of a valid (B or BE or higher code) driver's License.

DIVISION: KAMUTJONGA RESEARCH AND TRAINING CENTRE
SECTION ADMINISTRATION AND INFORMATION SERVICES

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Kamutjonga (KIFI)
Salary Scale	:	N\$147, 485 XP – N\$176,895
Transport Allowance	:	N\$7,680 P.A.
Housing Allowance	:	N\$10,464 P.A.
Remote Allowance	:	N\$14, 950 P.A

Appointment Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience OR A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

Additional requirements: The Incumbent must be well versed of the Procurement Act. The person should also have experience in the GRN budget compilation and in possession of a valid driver's licence will be advantageous.

Enquiries: Mr. Ambrosius Tshivute, Tel 061 205 3035/ Ms. Selma Angula: 061 205 3053

DIVISION: GENERAL SERVICES
SUBDIVISION FINANCE AND ADMINISTRATION

Post Designation	:	Senior Accountant Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$269,189 XP – N\$321,707
Transport Allowance	:	N\$7,680 P.A.
Housing Allowance	:	N\$10,464 P.A.

Appointment Requirements: A B-degree in accounting and finance or financial management or any other relevant qualification on NQF L 7 plus three (3) years appropriate experience.

Enquiries: Hilma Namwandi, Tel: 061 205 3019/ Selma Angula, Tel: 061 205 3053

DIVISION: GENERAL SERVICES
SUBDIVISION AUXILIARY SERVICES
SECTION TRANSPORT AND STORES

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Windhoek
Salary Scale	:	N\$147,485 XP – N\$176,895
Transport Allowance	:	N\$7,680 P.A.
Housing Allowance	:	N\$10,464 P.A.

Appointment Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience OR A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

Enquiries: Agnes Negongoh, Tel: 061 205 3008/ Ms. Selma Angula: 061 205 3053

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 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.
- Faxed 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) must be used/completed and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:
- Applicants must be Namibian citizens. Applications (on form 156043 obtained at all Government Offices) together with a comprehensive Curriculum Vitae and **originally certified copies by the Namibian Police** of educational qualifications must be submitted to:

The Executive Director
Ministry of Fisheries and Marine Resources
Private Bag 13355
WINDHOEK

OR

Hand delivery at:
Block C Brendan Simbwaye Square Cnr Umland, Goethe Street,
Ministry of Fisheries and Marine Resources
Human Resources Division, Ground Floor, Room 013.

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: FINANCE AND PROCUREMENT

DIVISION: PROCUREMENT

SUBDIVISION: ORDERS ADMINISTRATION

Post Designation	:	Senior Administrative Officer Grade 10
2x Posts	:	Windhoek
Salary Scale	:	N\$147,485-176,895
Transport Allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$13,080 per annum

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

Additional Requirements: Candidates must have knowledge in Public Procurement Act, 2015, (Act 15 of 2015) and Regulation, Treasury Instruction, Public Service Act, 1995 (Act 13 of 1995), State Finance Act, 1991 (Act 31 of 1991) and other guidelines. Must have **extensive knowledge of IFMS**. Driving license and computer literacy will be an added advantage.

Candidates in the Public Service must attach their probation confirmation letter.

Key responsibilities:

- Processing of supplier code to the Ministry of Finance
- Ensure procurement of goods, works and services are in accordance with Public Procurement Act, (Act 15 of 2015) and it's Regulation, Treasury Instruction, State Finance Act (Act 31 of 1995) and other guidelines.
- Motivate, Supervising subordinate, Monitoring their performance
- Processing of payments on the Integrated Financial Management System
- Presenting request for expenditure at the Economizing Committee Meeting
- Drafting submission to Treasury
- Liaise and coordinate with staff members at National and Regional level
- Ensure proper filling of Purchase Orders and Claim Forms
- Execute any other duties assigned by supervisor

Enquiries: Mr Mwaala Shaanika, Tel 061- 2166/2314

All foreign qualifications must be accompanied by NQA evaluation report.

Application form for Employment, Form 156043, is obtainable at all government offices and must be submitted at:

Ministry of Health and Social Services

HRM Offices

National Level

Windhoek

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP DIRECTORATE: VISAS, PERMITS, PASSPORTS AND CITIZENSHIP DIVISION: VISAS AND PERMITS

Post Designation	:	Control Immigration Officer Grade 6
2xPosts	:	Windhoek
Salary Scale	:	N\$ 328,139 XP N\$392,158
Transport allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$13,080 per annum

Minimum Requirements/Competencies Required: An appropriate National Diploma or equivalent qualification on (NQF Level 6) plus four (4) years approximate appropriate experience.

Job Description:

- Responsible for the overall supervision and administration of the section and subsection.
- Ensuring the compilation and safekeeping of statistical data.
- Ensuring that the Alien Control System is in full operation and liaise with the IT Division on any problems and obstacles that might hinder the operation of the System.
- Responsible for the coordination of the leave register of staff members within the sub-division.
- Ensuring reference to and proper implementation of the Immigration Control Act, 1993 (Act No. 7 of 1993).
- Serve as member to the short term employment permit and Student's Permit Committees.
- Ensure that Performance Agreements developed and signed.
- To serve as a Secretariat to the Immigration Selection Board (ISB)
- Any other work related tasks assigned to him/her by the Supervisor from time to time.

Post Designation	:	Chief Immigration Officer Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$269,189 XP N\$321,707
Transport allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$13,080 per annum

Minimum Requirements/Competencies Required: An appropriate National Diploma or equivalent qualification on (NQF Level 6) plus three (3) years approximate appropriate experience.

Job Description

- Supervise Senior Immigration Officer(s).
- Oversee morning production meetings.
- Manage daily production and monitoring counter activities.
- Manage the updating of the Alien Control System (ACS) and compile monthly report (Review application list and process on Alien Control system).
- Manage the updating of the Electronic Border Management System (EBMS)
- Ensure all staff members are trained and understand the Alien Control System.

- Record and verify all incoming correspondence and queries from the various O/M/A's;
- Ensure that all counter queries are attended to and counter supervisor is informed.
- Serve as member to the short term Employment Permits and Student's Permit Committee.
- Ensure that Performance Agreements developed and signed.
- Work in close cooperation with other supervisors and internal stakeholders.
- To serve as a Secretariat to the Immigration Selection Board (ISB).
- Carry out any work related task as assigned by the supervisor.

Post Designation	:	Senior Immigration Officer Grade 9
2xPosts	:	Windhoek
Salary Scale	:	N\$180,505 – N\$216,499
Transport Allowance	:	N\$7,680 per Annum
Housing Allowance	:	N\$10,464 per Annum

Minimum requirements: A Grade 12 Certificate (NQF Level 3) plus four (4) years appropriate experience.

OR

An appropriate National Diploma or equivalent qualification on (NQF Level 6) plus one (1) year appropriate experience.

Job Description

- Supervise Immigration Officer(s) and Administrative Assistant.
- Hold morning meetings and update production sheets.
- Distribute incoming and existing applications for scanning and enrol details on the Alien Control System.
- Monitor updating of Electronic Border Management System (EBMS).
- Log decisions on the Alien Control System (EBMS).
- Daily review of application lists and processes on the Alien Control System.
- Ensure that staff members are trained and understand the Alien Control System.
- Record and report any problem or hinderers on the Alien Control system to the IT division.
- Work in close cooperation with all internal stakeholders e.g. registry.
- Maintain attendance register.
- Keeping records of weekly statistics, sign leave applications and keep records.
- Serve as member of short term Employment Permits and Student's Permit Committee.
- Ensure that Performance Agreements developed and signed.
- Report to Chief Immigration Officer.
- Supervise and perform counters and production duties.

NB! Interested candidates should attach their copy of confirmation of probation letter. Candidates with foreign qualifications should have their qualifications evaluated by the Namibia Qualification Authority otherwise; their applications will be disqualified automatically. Please note that all these positions are subjected for vetting.

Enquiries: Mrs. Eite Shiponeni, Tel: 061 - 292 2088

Appointment to these positions will be subject to vetting.

In terms of the Affirmative Action Plan of the Ministry of Home Affairs, Immigration, Safety and Security, qualifying females and persons with disabilities are encouraged to apply.

NB! Failure to complete all items on the application for employment form (156043) and not attaching all the necessary certified documents will disqualify the application. Foreign qualifications should be accompanied by NQA evaluation. Failure to attach such a proof will lead to disqualification. Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

No late applications will be considered.

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 DELIVER TO
The Human Resource Office
Ministry of Home Affairs, Immigration, Safety and Security
Cohen Building
Casino Street
First Floor**

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

OFFICE OF THE EMPLOYMENT EQUITY COMMISSIONER

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$328,139 – N\$392,158
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum requirements: A National Diploma in Public Administration /Management or Business Administration or equivalent qualification on NQF Level 6 plus six (6) years appropriate experience of which three (3) years must be at the level of Chief Administrative Officer Grade 8.

Additional Requirements: Preference will be given to candidates with a Bachelor Degree in Public Administration/Management or Business Administration on NQF Level 7.

Enquiries: Mr. Postrick M. Kapule, Telephone: 061 – 2066111 / 258287

Candidacy is limited to Namibian citizens. Women and persons living with disabilities are encouraged to apply. **All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority (NQA). Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.** Please take note that only shortlisted candidates will be contacted and no personal documents will be returned. Applications (on a new form 156043, obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and Originals Certified Copies of Educational Qualifications and Identity Document(s) should be addressed to:

**The Executive Director
Ministry of Labour, Industrial Relations and Employment Creation
Private Bag 19005
Khomasdal
WINDHOEK**

HARDAP REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

SUBDIVISION: PROFESSIONAL DEVELOPMENT

Post Designation	:	Chief Education Officer Grade 5
1 x Post	:	Mariental
Salary Scale	:	N\$400,001 – N\$478,220
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus eight (8) years appropriate experience.

Supplementary Requirement: Probation should be confirmed on Grade 6 Level. A valid driver's license will serve as an added advantage.

Enquiries: Ms. A. S. Kaoseb, Chief: Education Officer Grade 4, Tel (063) 245700

Post Designation	:	Senior Education Officer Grade 6 (Commerce)
1 x Post	:	Mariental
Salary Scale	:	N\$328,139 – N\$392,158
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary Requirement: Specialization and proven experience in Accounting and any of the other Commerce subjects plus a valid Driver's License will serve as an added advantage.

Enquiries: Ms. A. S. Kaoseb, Chief: Education Officer Grade 4, Tel (063) 245700

Post Designation	:	Senior Education Officer Grade 6 (Science)
1 x Post	:	Mariental
Salary Scale	:	N\$328,139 – N\$392,158
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience

Supplementary Requirement: Three (3) years teaching experience in Chemistry and Physics at Higher Level/Advanced Subsidiary plus a valid Driver's License will serve as an added advantage.

Enquiries: Ms. A. S. Kaoseb, Chief: Education Officer Grade 4, Tel (063) 245700

**SUBDIVISION: FINANCIAL MANAGEMENT
SECTION: SALARIES AND ALLOWANCES**

Post Designation	:	Senior Accountant Grade 7
1 x Post	:	Mariental
Salary Scale	:	N\$269,189 – N\$321,707
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: An appropriate Diploma (or equivalent) at NQF Level 6 majoring in Accounting plus appropriate experience.

Supplementary Requirements:

- Experience in Ministerial Payroll processing and knowledge of Integrated Financial Management System (IFMS) payroll module;
- Conversant with Tax Reconciliation and computation of the Tax Certificates annually;
- Knowledge of the computation of staff allowances and benefits and benefits;
- Experience in training users on payroll related matters as per the guidelines set by the Ministry of Finance, Treasury Instructions, State Finance Act, 1991 (Act 31 of 1991);
- Computer Literacy, data management skills; and
- A valid Driver's License will serve as an added advantage.

**DIVISION: LIFELONG LEARNING
SUBDIVISION: ADULT AND CONTINUING EDUCATION
SECTION: ADULT AND CONTINUING EDUCATION PROGRAMMES**

Post Designation	:	Education Officer Grade 8 (Adult Education)
1 x Post	:	Aranos
Salary Scale	:	N\$220,828 – N\$263,911
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: An appropriate Degree (or equivalent) at NQF Level 7.

Supplementary Requirement: An appropriate Degree at NQF Level 7 in Adult Education (or equivalent qualification). A valid Driver's License will serve as an added advantage.

Enquiries: Ms. P. Tjiroze, Chief Education Officer, Tel (063) 245700

Note:

All foreign qualifications must be evaluated (attach NQA evaluation report)

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. Candidates should forward their application forms with a cover letter from their respective Human Resource Offices. Testimonials with experience specifications is a must.

The possibility is not excluded that errors might have been made in compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been advertised. If such errors occurred and later discovered, the Ministry reserves the right not to fill such posts. Applicants within the Public service applying for promotional posts must attach letters of confirmation of probation in current positions.

Perspective 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 shortlisting and will notified accordingly.

Please note that applications posted should reach this office before the closing dates to avoid delaying recruitment processes.

Applications must be forwarded to:

**The Regional Director
Directorate of Education, Arts and Culture
Hardap Regional Council
Subdivision Human Resources
Private Bag 2122
MARIENTAL**

OR

Hand Delivered to:

**Hardap Regional Council
Directorate of Education, Arts and Culture
Subdivision Human Resources
MARIENTAL**

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: HUMAN RESOURCES, FINANCE AND ADMINISTRATION DIVISION: FINANCE

Post Designation	:	Senior Accountant Grade 7
1x Post	:	Rundu
Scale Salary	:	N\$269,189 – N\$321,707
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting plus 5 years appropriate experience.

Enquiries: Mr. Augustinus H. Hausiku, Tel: 066-266014, Ms. Ernah H. Sisingi, Tel: 066- 266009

DIRECTORATE: HUMAN RESOURCE, FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION SECTION: OFFICE SUPPORT (CHIEF REGIONAL OFFICER'S OFFICE)

Post Designation	:	Senior Private Secretary Grade 8
1x Post	:	Rundu
Scale Salary	:	N\$220,828 – N\$263,911
Transport Allowance	:	N\$7,680.00 per annum
Housing Allowance	:	N\$13,080.00 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus approximately three (3) years appropriate experience. The candidate must have proven experience MS Office, organizing and Planning Skills as well as Diary management.

Additional Requirements: Preference will be given to Private Secretary on Grade 9.

Enquiries: Ms. L. Nangura, Tel 066-266000 Mr. J.M Kangumbe, Tel 066-266000

To Candidates:

- Applications must be accompanied by comprehensive curriculum vitae, testimonials and certified copies of educational qualifications, academic records/transcript.
- All Public Servant applicants should send their applications through their O/M/A Human Resource offices and confirmation letters must be attached.
- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) to be attached.
- Failure to complete all items on the application form for employment (latest revised) and not attaching the necessary documents will disqualify the application. Only shortlisted candidates will be considered and no personal documents will be returned. Application must be submitted to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
RUNDU**

Or

**Hand delivery at:
Human resource Office No. 15
Kavango east Regional Council
Maria Mwendere Street
RUNDU**

OMAHEKE REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION SUBDIVISION: CONSTITUENCY SUPPORT

Post designation	:	Control Administrative Officer Grade 6
1xPost	:	Kalahari Constituency Office
Salary Scale	:	N\$328,139 – N\$392,158
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$ 7,680 per annum
Remoteness Allowance	:	N\$13,800 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF level 6. Candidates must have 6 years' appropriate experience in Administration of which three (3) years must be at the level of Chief Administrative Officer Grade 8 or supervisory level.

Additional requirements: Preference will be given to candidates with a Bachelor of Business Administration/ Management, Public Administration/ Management. Interested candidates must be in possession of a valid three (3) years driver's license (Code B). Computer Literacy is essential as well as excellent communication skills.

Main Duties:

- Coordination developmental projects at constituency level.
- Implement, monitor and evaluate annual work plan and produce monthly progress report.
- Create platforms to solicit inputs from Constituency Development Committee on projects proposals.
- Organize community meetings on request of the Constituency Councilor.
- Provide budget inputs to the Deputy Director.
- Ensure the supervision of staff at the Constituency office.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr S.W. Imasiku 062 566531 /Ms C. Adams 062 566537

DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION SUBDIVISION: CONSTITUENCY SUPPORT

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Otjombinde Constituency Office
Salary Scale	:	N\$147,485 – N\$176,895
Housing Allowance	:	N\$10,464.00 per annum
Transport Allowance	:	N\$7,680.00 per annum
Remoteness Allowance	:	N\$13,800.00 per annum

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

Additional requirement: Must have the knowledge and experience in procurement of goods and services, stock control and general administration and should be in possession of a valid driving license.

Main Duties:

- Provide budgetary inputs to the Control Administrative Officer.
- Receive correspondences and channel all correspondences timely to all recipients. Responsible for proper filing of official documentation.
- Identify staffing needs/resources. Identify training needs of subordinates and submit proposals to the Control Administrative Officer.
- Responsible for minute-taking at CDC meetings.
- Report IT related problems to the Control Administrative Officer.
- Coordinate community development projects at constituency level and communicate any relevant complaints to Control Administrative Officer / Directorate Development Planning,
- Monitoring and Evaluation. Communicate customer complaints on basic services to relevant stakeholders. Assist the Directorate of Development Planning,
- Monitoring and Evaluation on issues relating to OVCs, DBTP etc.
- Organize community meetings on the instructions of the Control Administrative Officer.
- Implement relevant regional council policies, Rules and Regulations. Serve as the scribe during CDC meetings. Provide inputs for the compilation of the CDC monthly reports.
- Responsible for the cleanliness and image of the constituency buildings and premises.
- Responsible for the updating of CDC inventory registers.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr S.W. Imasiku 062 566531 /Ms C. Adams 062 566537

**DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT SUPPORT**

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Tallismanus Settlement Office
Salary Scale	:	N\$147,485 – N\$176,895
Housing Allowance	:	N\$10,464.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum
Remoteness Allowance	:	N\$13,800.00 per annum

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

Additional requirement: Must have the knowledge and experience in procurement of goods and services, stock control and general administration and should be in possession of a valid driving license.

Main Duties:

- Provide budgetary inputs to the Control Administrative Officer Grade 6.
- Identify staffing needs /resources.
- Identify training needs of subordinates and submit proposals.
- Responsible for minute-taking at settlement advisory committee meetings.
- Report IT related problems to the Control Administrative Officer.
- Coordinate community development projects at settlement and communicate any relevant complaints to the Control Administrative Officer/Directorate Planning and Development.
- Communicate customer complaints on basic services to relevant stakeholders.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots etc.
- Organize community meetings on instruction of the Control Administrative Officer or Settlement Advisory Committee.

- Implement relevant Regional Council Policies, Rules and Regulations as the supervisor.
- Serve as the Scribe during the Settlement Advisory Committee meetings.
- Responsible for the compilation of monthly report (settlement).
- Responsible for the cleanliness and image of settlement buildings and premises.
- Responsible for the updating of settlement inventory registers.
- Responsible for the daily supervision of municipal services within settlement areas.
- Ensure that tax invoices and delivery notes are reconciled.
- Oversee the update of the Loan Register.
- Authorize the issuing/receipt vouchers and Counter Book.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr S.W. Imasiku 062 566531 /Ms C. Adams 062 566537

NB: All applications must be done on the **new employment application form** 156043 and 156094 obtainable at all Government Offices together with a **comprehensive CV and certified copies of educational qualifications, proof of identification, testimonials** and any other relevant documents. All **foreign qualifications** must be submitted with an **evaluation report of qualifications from Namibia Qualifications Authority**. **Note must be taken that competitions for vacancies in the Public Service have been limited. Public Servants must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level.**

Failure to complete all items on the application form for employment and **not attaching the necessary documents** will **disqualify the application**.

Women and people with disabilities are encouraged to apply.

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

Applications must be addressed to:
The Acting Chief Regional Officer,
Omaheke Regional Council,
Private Bag 2277,
Gobabis

OSHANA REGIONAL COUNCIL

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION

DIVISION: REGIONAL PLANNING

SUBDIVISION: ECONOMIC PLANNING

Post Designation	:	Chief Development Planner Grade 6
1xPost	:	Oshakati
Salary Scale	:	N\$328,139 – N\$392,158
Housing allowance	:	N\$13,080
Transport allowance	:	N\$7,176

Requirements: An appropriate B. Degree at NQF L7.

Supplementary requirements: Candidate should have six (6) years appropriate experiences and extensive knowledge on Performance Management System and Strategic Development Planning. Preferences will be given to candidates with an appropriate Honours Degree in the areas of Economic Planning, Development Planning, Project Management and Community Development. A valid driver license will serve as an advantage.

Key Performance areas:

- Compile Project Identification Forms (PIFs) and projects proposals/concepts for possible funding;
- Monitor and advise on project implementation
- Plan and facilitate the implementation of capital projects
- Provide technical input to the formulation of regional economic development plans
- Prepare and ensure availability of an implementable intermediate and long-ranged regional development agenda;
- Prepare and submit progress reports on development planning projects;
- Assist in the formulation of Regional / National Development Plans (NDPs);
- Evaluate and assess the impact of all development programmes, projects and interventions in the region and determine their contribution to the set overall regional development goals;
- Facilitate and coordinate a seamless regional integrated development planning trajectory;
- Sensitize, stimulate, engage and guide communities to participate in identification and implementation of their development interventions in the region;
- Serve as secretariat member to RDCC and RACOC;
- Supervise the work of subordinates

Enquiries: Fiina Akawa/ Liina Uusiku @ 065 2288200

Please attach all the necessary documents (certified), failure to attach them will disqualify your application. **Candidate with foreign obtained qualification(s) must be submitted together with copy of evaluation of their qualification from Namibian Qualification Authority (NQA).**

NB: Persons with disabilities are encouraged to apply. Please take note, only shortlisted candidates will be contacted and no documents will be returned.

Applications must be addressed to:

**The Chief Regional Officer
Oshana Regional Council
Private Bag 5543
Oshakati**