



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

02 JUNE 2020

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

PSM CIRCULAR NO. D OF 2020

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: 03 JULY 2020

Signed by Tuyakula Haipinge
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: JUDICIAL SERVICES

Post designation	:	Deputy Executive Director Grade 2
Duty station	:	Windhoek
Salary scale	:	N\$ 555 080 – 589 055
Housing benefits	:	N\$ 97 282 per annum
Motor Vehicle allowance	:	N\$ 138 288 (capital and running cost) per annum

Minimum requirements: A B Degree in Law at NQF level 7 (or equivalent qualification); plus Nine (9) years of appropriate experience of which six (6) years must have been at the level of a Head of a Directorate or equivalent business unit; and a valid driver's license must be attached.

Additional requirements:

- Admission as a Legal Practitioner in Namibia;
- Proven knowledge and experience of the Namibian court systems;
- Leadership/managerial competencies namely: directing, results driven leadership, managing people and organisational transformation;
- Proven people and stakeholder relationship management skills; and
- Solid writing, communication and presentation skills.

Purpose of the post:

- To provide strategic overhead management support to the Executive Director in fulfilling her mandate as derived from the Constitution of the Republic of Namibia and the Judiciary Act, 2015 (Act. No. 11 of 2015) in providing administrative and financial support to the judiciary;
- Monitoring and reviewing the courts administrative operations, activities and projects;
- Coordinating specific functional areas to ensure the achievement of the Office of the Judiciary's mandate;
- Assist the Executive Director in the day-to-day administration of the Office, including the discipline, promotion and transfer of staff members in terms of the Public Service Act or any other law;
- Assist the Executive Director in providing secretarial services to the Judicial Service Commission and the Magistrates Commission and for the implementation of decisions of the Judicial Service Commission and Magistrates Commission;
- Assist the Executive Director in relation to the day-to-day administration of the Office which he or she is required or authorised to do under the Judiciary Act or any other law or which is necessary or expedient for him or her to do for achieving the purposes of the Judiciary Act
- To manage the Department Judicial Services ensuring that the core functions in the administration of justice by the Supreme Court, High Court, Magistrates' Courts and the respective support services are being executed and performed in terms of the respective empowering legislations and procedures.

Key performance areas:

- Manage the Department Judicial Services ensuring that the core functions in the administration of justice by the Supreme Court, High Court, Magistrates' Courts and the respective support services are being executed and performed in terms of the respective empowering legislations and procedures;
- Perform all functions to administer justice in the Supreme, High and Magistrates' Courts as required by the relevant empowering legislation mandating the Registrar and Clerk of Court concerned;
- Perform all functions and responsibilities in rendering functional and administrative support to the Superior courts and Magistrates' Courts;
- Provide and coordinate legal support to the Judiciary;
- Provide communication and relationship management services at inter-governmental and international level;
- Ensure execution of resolutions and/or directives of relevant committees established under the Judiciary Act, 2015 (Act No. 11 of 2015);
- Represent the Office on Boards, Committees and other such bodies to articulate the Office's policy position and provide technical advice at conferences, symposia, seminars/workshops when the need arise;
- Train, coach and mentor line managers under the Department Judicial Services; and
- Report to and execute other duties assigned by the Executive Director or any authorised person.

The Office of the Judiciary in addition offers the following benefits:

- Ample Leave;
- Medical Aid; and
- Pension.

Applicants should note the following:

- Applicants 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 applicants must be aware that a **security clearance** in respect of shortlisted candidates will be required at any time and their co-operation in that regard will be expected; and
- Applicants who only partially complete and /or do not sign the application form, or who do not attach letters of confirmation of their probation in their current positions, will be disqualified.
- Please note all documentation must be certified and should 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 note: Only Shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.

Enquiries: Mrs. Tangeni O. T. Haitula Tel: 061-435 3554 Human Resources Management and Development

Applications (Form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and original certified copies of educational qualifications and identity document(s) as well as all other supporting documentation 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, and Schönlein Street, Windhoek West.

FAXED APPLICATIONS WILL NOT BE CONSIDERED.

MANAGEMENT CADRE

MINISTRY OF WORKS AND TRANSPORT

DEPARTMENT OF ADMINISTRATION AND CENTRALISED SUPPORT SERVICES DIRECTORATE: CENTRALISED SUPPORT SERVICES

Post Designation	:	Director Grade 3
1 x Post	:	Windhoek
Salary Scale	:	N\$ 512 809 – 544 196
Housing Benefits	:	N\$ 81 558 per annum
Motor Vehicle Allowance	:	N\$ 114 475 per annum

Minimum Requirement: A B-Degree in Logistic and Supply Chain Management or Transport Management (or equivalent qualification) at NQF L 7 plus 9 years appropriate experience in fleet management, procurement, logistics, technical insight on vehicle repair, maintenance, service and acquisition.

Must be familiar with the relevant legislations such as Public Service Act, 1995 (Act 13 of 1995), State Finance Act, 1991 (Act 31 of 1991), Social Security Act, 1994 (Act 34 of 1994), Labour Act, 2007 (Act 11 of 2007), the Affirmative Action Act, 1998 (Act 29 of 1998) as well as the Public Service Staff Rules and Treasury Instructions.

Responsibilities:

- To be in charge of the divisions Government Garage and Centralised Services (Government Stores).
- Responsible for the efficient and effective smooth running of the Government Garage and Government Stores.
- Responsible for the development of strategic plan of the said divisions.
- To ensure the proper implementation of the Cabinet decision regarding transport and proper utilization of Government vehicles.
- To ensure that the Trade Account financial system is operating on a good financial business principle within the framework of the Government.
- Execute duties and responsibilities in terms of the provisions of the Treasury Instructions, Uniform Stock Control System and State Finance Act.
- Represent the Government Garage in National Preparatory Committees on state visits, International Conferences and National events.
- Ensure that goods are being properly stored and safeguarded.
- Ensure that audit queries and inspection reports are attended to timely.
- Provide support services to OMAs in terms of stock provisioning and auctioning services.
- Acquire consumables to provide efficient and effective services and products to line ministries.
- Drafting annual budget and implementation of financial control system in respect of income and expenditures.
- Ensure that the division Government Garage offers the most economic, reliable and efficient transport services to entire government.
- Ensure adherence to Tender Board regulations on all purchases of vehicles and equipment.

- Effective communication between the division Government Garage and Government Stores, and other divisions in the Ministry.
- Plan and supervise capital projects/development budget of the directorate.
- Report on progress in respect of line function through quarterly and annual reports or when required by the top management;
- Advise on all technical and policy matters related to the line of function of the directorate.
- Contribute to the Ministry's objectives.

Enquiries: Mrs. Joyce W Mukubi: 061 – 208 8815/Mr. Rector Fenyeho: 061-208 8114

Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Applications (on form 156043 and health questionnaire form 156094) obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications. All foreign qualifications must be submitted together with evaluation letter by NQA. Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the application.

**DEPARTMENT OF ADMINISTRATION AND CENTRALISED SUPPORT SERVICES
DIRECTORATE: ADMINISTRATION**

Post Designation	:	Director Grade 3
1 x Post	:	Windhoek
Salary Scale	:	N\$ 512 809 – 544 196
Housing Benefits	:	N\$ 81 558 per annum
Motor Vehicle Allowance	:	N\$ 114 475 per annum

Minimum Requirement: A B-Degree (or equivalent qualification) at NQF L 7 plus 9 years appropriate experience related to Human Resources, Finance, Management Support and Auxiliary Services and Procurement.

Must be familiar with the relevant legislations such as Public Service Staff Rules and Code of Conduct. The Public Service Act, 1995 (Act 13 of 1995), State Finance Act, 1991 (Act 31 of 1991), Social Security Act, 1994 (Act 34 of 1994), Labour Act, 2007 (Act 11 of 2007), the Affirmative Action Act, 1998 (Act 29 of 1998) as well as the Public Service Staff Rules and Treasury Instructions.

Additional Requirements

9 years appropriate experience of which 5 years should be at management level (e.g Deputy Director Grade 4)

Responsibilities

- Managing the divisions Human Resources, Finance and Management Support and Auxiliary Services.
- Advise Senior Management on policy matters related to procurement, transport, human resources, finance and general services.

- Coordinate the rendering of management support and auxiliary services (transport, procurement of supplies and stock control, secretarial and administrative services, registry services, messenger and cleaning services).
- Chair or serve as member of several mandatory Committees such as Ministerial Training Committee, Wellness Committee, Affirmative Action Committee, Disciplinary Committee, Stock Control Committee, EDRMS Committee and Loss Control 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.
- Rendering of advisory services to the Executive Director's Office on all Human Resources, Management Support and Auxiliary Services as well as Financial matters.
- Sound knowledge of budget preparation for the whole ministry.

Enquiries: Mrs. Joyce W Mukubi, Tel: 061 – 208 8815/Mr. Rector Fenyeho: 061-208 8114

Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Applications (on form 156043 and health questionnaire form 156094) obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications. All foreign qualifications must be submitted together with evaluation letter by NQA. Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the application.

DEPARTMENT OF ADMINISTRATION AND CENTRALISED SUPPORT SERVICES
DIRECTORATE: ADMINISTRATION
DIVISION: HUMAN RESOURCES

Post Designation	:	Deputy Director Grade 4
1 x Post	:	Windhoek
Salary Scale	:	N\$ 478 220 – 502 753
Housing Benefits	:	N\$ 68 188 per annum
Motor Vehicle Allowance	:	N\$ 102 701 per annum

Minimum Requirement: A B-Degree at NQF L 7 (or equivalent qualification) majoring in Human Resource plus 9 years appropriate experience.

Must be familiar with the relevant legislations such as Public Service Act, 1995 (Act 13 of 1995), State Finance Act, 1991 (Act 31 of 1991), Social Security Act, 1994 (Act 34 of 1994), Labour Act, 2007 (Act 11 of 2007), the Affirmative Action Act, 1998 (Act 29 of 1998) as well as the Public Service Staff Rules and Treasury Instructions.

Additional Requirements

Nine (9) years appropriate experience of which 5 years should be at Grade 6 as Chief Human Resource Practitioner (Job Category: Human Resource Practitioner only).

Responsibilities:

- Recruitment and Selection
- Learning and Development
- Employee Wellness
- Misconduct/Labour Relations
- Remuneration Management
- Organization and Establishment
- Affirmative Action
- Performance Management
- HR General Administration

Enquiries: Mr. Rector Fenyeho, Tel: 061 – 208 8114/Ms. T Moelenyane: 061-208 8133

Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Applications (on form 156043 and health questionnaire form 156094) obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications. All foreign qualifications must be submitted together with evaluation letter by NQA. Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the application.

**DEPARTMENT OF ADMINISTRATION AND CENTRALISED SUPPORT SERVICES
DIRECTORATE CENTRALISED SUPPORT SERVICES
DIVISION GOVERNMENT GARAGE**

Post Designation	:	Deputy Director Grade 4
1 x Post	:	Windhoek
Salary Scale	:	N\$ 478 220 – 502 753
Housing Benefits	:	N\$ 68 188 per annum
Motor Vehicle Allowance	:	N\$ 102 701 per annum

Minimum requirements: A 3-year B-degree (or equivalent qualification) plus nine (9) years appropriate experience.

Additional Requirements:

- The position requires a person with a high level of integrity and ability to take initiatives, an excellent track record of team building and coordination, ability and confidence to communicate with political principals and higher ranking Government officials, policy formulation, project management, excellent spoken and written English.
- Experience and exposure in the administration, planning, coordination, management, or transport/logistic operation, procurement procedure, monitoring and control of a garage will be added advantage

Responsibilities:

- To be in charge of the Division Government Garage;
- Responsible for the effective and efficient smooth running of Government Garage;

- Responsible with the formulation of proper policies regarding the functions of Government Garage;
- To advise the accounting officer on all financial and personnel related matters;
- Responsible for the development of strategic, annual and reviews plans for the Division;
- Determine the execution of policies, Organise and manage the affairs of the Division;
- To ensure the proper implementation of the Cabinet decisions regarding transport and proper utilization of Government vehicles;
- Liaise with clients of Government Garage regarding the provision of efficient and reliable transport;
- To provide professional leadership and supervision of the Government Garage;
- To ensure that Trade Account financial system is operation on a good financial business principle within the framework of the Government;
- Liaise with computer programmer/consultants to formulate and draw up the financial and management reports of Government Garage fleet management system;
- Assist in the formulation of policies and strategies pertaining to administration, planning and control of financial matters of the Government Garage;
- Represent the Government Garage in National preparatory Committees on State visits, international conferences and National events;
- Ensure that Subsistence and Travelling allowance forms are properly completed and then to the Division Personnel;
- Drafting annual budget and implementation of financial control system in respect of income and expenditures;
- Ensure that the Division Government Garage offers the most economic, reliable and efficient transport services to the entire government;
- Responsible for the administration of vehicle replacement policy/guidelines; and
- Ensure adherence to Public Procurement Act, 2015 and its regulation on all purchases of vehicles, fuel and equipments.

Enquiries: Ms. Joyce W Mukubi, Tel: 061-208 8813/Ms. Kaarina S Nitembu, 061 - 2088424

Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Applications (on form 156043 and health questionnaire form 156094) obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications. All foreign qualifications must be submitted together with evaluation letter by NQA. Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the application. **Applications must be accompanied by confirmation of probation letter and covering letter from their O/M/A's Human Resource Office** and must be submitted to the following address:

**The Executive Director
Ministry of Works and Transport
Private Bag 13341
Ausspannplatz
Windhoek**

OR hand delivered at:

**The Human Resource Office
Ministry of Work and Transport
Registry Office, Room 101, First floor
Ausspannplatz
Windhoek**

Note!!!!!! *Only shortlisted candidates will be conducted and documents will not be returned.*

MANAGEMENT CADRE

MINISTRY OF FINANCE

DIRECTORATE ECONOMIC POLICY ADVISORY SERVICES DIVISION MACROECONOMIC ANALYSIS AND PROJECTIONS

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary	:	N\$ 478 220 x P – 502 753
Motor Vehicle Allowance	:	Capital costs – N\$76, 950 p.a. Running costs – N\$25 751 p.a. Total Allowance – 102, 701 p.a.
Housing Allowance	:	N\$ 68, 188

Minimum requirements: A Master's Degree in Economics at NQF 19 plus 9 years appropriate experience in the field of Economic Policy Analysis, of which 3 must be at supervisory level.

Candidates will be subjected to SECURITY CLEARANCE PROCESS

Key performance areas

1. Manage activities of the Division Economic Analysis and Projections by scheduling work assignments, setting priorities and directing the work of Economists.
2. Supervise and evaluates performance of Economists through quarterly review report of completed activities as agreed in the performance agreements.
3. Identifies staff development and training needs, ensures that staff in the Division is appropriate capacitated to perform their duties.
4. Directs the research, compilation, analyses, economic projections and preparation of data for policy briefs and macroeconomic framework for the Fiscal Strategy and MTEF.
5. Organise the production and timely distribution of the Highlights of the National Budget
6. Manage the production and timely distribution of the Citizens Guide to the Budget
7. Lead the production and timely distribution of the Quarterly Economic Update reports
8. Coordinate the production and distribution of ad hoc reports and articles on contemporary economic issues.
9. Organise the production and timely submission of the bi-annual progress reports of the Annual Sector Execution Plan for the National Development Plans
10. Manage the production and timely submission of Namibia's annual SADC Macroeconomic Convergence report.
11. Organise the collation and timely submission of data and information that is required by the international credit ratings agencies and surveillance missions
12. Coordinate the production and timely submission of the National Climate Change Strategy & Action Plan quarterly matrices
13. Lead the production and timely submission of the Global Competitiveness quarterly reports of the (World Economic Forum)

14. Chair the inter-agency Macroeconomic Working Group that is responsible for macroeconomic projections and analyses and ensure of appropriate epresentation in the group.
15. Manage the contribution towards the Directorate's production and review of the annual and quarterly plans, performance agreements as well as the annual budget.
16. Carry out any other tasks that may be assigned by the Director and/or the Management

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 ADVERTISEMENT REQUIREMENTS ARE ENCOURAGED TO APPLY

Applicants must be Namibian Citizens. Applications (on form 153043 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.

NB: Public Servants applying for a post in another Office/Ministry /Agency must apply via their Office/Ministry /Agency and submit their application forms under cover Form ZO/352(1). Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the applicant.

Only shortlisted candidates will be notified, and no documents will be returned

**OFFICE OF THE PRESIDENT
NATIONAL PLANNING COMMISSION**

**OFFICE OF THE EXECUTIVE DIRECTOR
SECTION: INTERNAL AUDIT**

Post designation : Internal Auditor Grade 8
T.xpost : Windhoek
Scale of salary : N\$220 828 – 263 911

Minimum requirements : A B-Degree (or equivalent qualification) in Accounting and Finance / Auditing on NQF Level 7 **PLUS** approximately 3 years appropriate working experience. A Postgraduate Diploma in Internal Auditing will be an advantage.

Job description: Will be made available upon request.

Enquiries: Ms Annelly Haiphene at 061-283 4225 / Ms Anna Shatika at 061-283 4103/05

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 following address:

**The Executive Director
Planning Commission
Private Bag 13356
WINDHOEK**

Or hand deliver to:

**Human Resource Office
National Planning Commission
Rooms 151 and 153 1st floor
Government Office Park**

Important notes to applicants from inside- and outside the Public Service

1. The “Application for Employment”-form (new format) is available at all Offices/Ministries/Agencies. Please note that, in cases where more than one position with the same designation is advertised, applicants cannot complete one “Application for Employment”-form for all positions, but a separate application for each position. Applicants should also indicate very clearly on each application-form whether such application is for post A or B. If there is no indication the application will not be considered for any one of the advertised positions.
2. “Application for Employment”-forms should be properly completed and be accompanied by certified copies of the applicant’s highest qualifications and certificates of service from previous employers. The required certificates of service should reflect very clearly the type of experience/field in which

experience was gained in each position at such previous employer(s), your exact date of appointment and termination of service and whether such experience was gained on managerial level or not. Please keep in mind that, without service certificates, the experience an applicant claims to have cannot be confirmed which will cause such an applicant not to meet the advertised requirement as far as “proven appropriate experience” is concerned. Failure to properly complete all the applicable items on the “Application for Employment”-form and not attaching the necessary/required documents to the application form will disqualify the application. Previous employers might be called at random to confirm the field in/level on which specific experience was obtained.

3. All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation of such foreign qualifications. Failure to attach the NQA evaluation will cause the application not to be considered for the position applied for.
 4. Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.
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OFFICE OF THE JUDICIARY

DIRECTORATE: SUPREME AND HIGH COURTS DIVISION: HIGH COURT

Post designation	:	Chief Legal Officer Grade 4
1xPost	:	Windhoek
Scale of salary	:	N\$ 478 220 - 502 753
Housing Allowance	:	N\$ 68 188 per annum
Motor Vehicle Allowance	:	N\$ 102 701 per annum

Minimum requirements: LLB Degree (or equivalent qualification) at NQF Level 8 **plus** 5 years appropriate experience in Magistrate's Court and/ or High Court litigation within the Public Service or Private Practice and court administration.

Additional requirements:

- Admission as a Legal Practitioner in Namibia;
- Proven proficiency in Microsoft Office programmes;
- Time Management, Planning and Organising skills;
- Confidentiality; and
- A valid driver's license must be attached.

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;
- Proofreading Judges orders and judgements;
- 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.

Post designation	:	Senior Legal Officer Grade 5
2xPosts	:	Windhoek
Scale of salary	:	N\$ 400 001 – 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 a Legal Practitioner in Namibia;
- 3 years' experience as Legal Practitioner/Officer;
- Proven proficiency in Microsoft Office programmes;
- Time Management, Planning and Organising skills;
- Confidentiality; and
- A valid driver's license will be an added advantage.

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;
- Proofreading Judges orders and judgements;
- 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

The Office of the Judiciary offers the following benefits:

- Ample Leave;
- Medical Aid;
- Pension; and
- Housing subsidy.

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, 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 note:

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

Enquiries: Ms. Candy Nzwala Tel: 061-435 3604, Ms. Aletta Emvula Tel: 061- 435 3603, Human Resources Management

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.

FAXED APPLICATIONS WILL NOT BE CONSIDERED.

**DIRECTORATE: ADMINISTRATION
DIVISION: FINANCE MANAGEMENT**

Post designation	:	Accountant Grade 8
1xPost	:	Windhoek
Salary scale	:	N\$220 828 – 263 911
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680per annum

Minimum Requirements: An appropriate National Diploma on NQF Level 6 majoring in Accounting.

Additional Requirements:

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

Key accountabilities:

- Process payroll, DSA, Creditors and other payments;
- Compilation and inspection of and administering of outstanding debts;
- Compiling and updating commitment registers;
- The controlling of regular payments from government funds;
- Perform general finance work;
- Reconciliation of suspense accounts; and
- Execute any other duties assigned by the Deputy Director: Financial Management or any other authorised persons.

DIRECTORATE: LOWER COURTS SUBDIVISION: KEETMANSHOOP

Post designation	:	Control Legal Clerk Grade 6
1xPost	:	Keetmanshoop
Salary scale	:	N\$ 376 929 – 416 161
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680per annum

Minimum Requirements:

- An appropriate B-Degree in Accounting, Business Administration, Public Management or Human Resource Management on NQF Level 7 or equivalent qualification plus **seven (7)** years' experience in court administration.

Additional requirement

- Candidates must have extensive knowledge and experience in quasi-judicial functions and financial matters as well as court administration at Magistrate's Offices. Applicants within the Public Service must be at the level of Chief Legal Clerk Grade 8.

Key performance areas

- Overall management and control of administrative duties at the magistrate offices Supervisor and train of the junior administrative staff;
- Execute the administrative duties as prescribed by the Codified and Treasury Instructions and other relevant legal instructions;
- Oversee the assessment of performance agreements of all junior staff members on a quarterly basis;
- Conduct in-service training of junior staff members;
- Daily checking of all registers and reconciliation thereof; Perform quasi- judicial functions;

- Submit monthly expenditure cash account for commercial bank account to Division Financial Management of Office of the Judiciary;
- Submit the monthly expenditure cashbook and cash account to Division Financial Management of Office of the Judiciary and Treasury at the Ministry of Finance;
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Court; Perform administrative duties as prescribed in the codified and Treasury Instruction and other relevant legal instruments;
- Implement the recommendation pointed out internal and external audit, in inspect reports carried out at their magistrate offices;
- Provision of advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc;
- Conduct interviews, to recruit staff for promotion and appointment;
- Launch investigation in terms of misconduct of reported/detected/suspected cases of irregularities and misconducts;
- Facilitate the implementation and achievement of the strategic objectives as outlined in the strategic plan and annual plan;
- Ensure the provision of training on NAMCIS training to newly appointed staff members;
- Report maintenance and renovation needs of court facilities and assigned houses; 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 effectively;

SUBDIVISION: KEETMANSHOOP, OSHAKATI AND RUNDU

Post designation	:	Chief Legal Clerk Grade 8
1x Post	:	Court Administration, Subdivision: Otjwarongo,
Salary scale	:	N\$220 828 – 263 911
Duty station	:	Eenhana
2 x Posts	:	Keetmanshoop
1x Post	:	Mariental
1 x Post	:	Oshakati
x Post	:	Outapi
x Post	:	Katima Mulilo
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680per 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 effectively;

SUBDIVISION: WINDHOEK AND OSHAKATI

Post designation	:	Senior Legal Clerk Grade 10
1x Post	:	Oshakati (Magistrate's Office)
2x Posts	:	Outapi
1x Post	:	Otjinene
Salary scale	:	N\$ 147 485 – 176 895
Housing Allowance	:	N\$ N\$ 10 464 per annum
Transport Allowance	:	N\$ 7 680per 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.

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: WINDHOEK AND KEETMANSHOOP

Post designation	:	Chief Interpreter Grade 9
1x Post	:	Court Administration, Subdivision: Windhoek and Keetmanshoop, Duty station: Windhoek
Salary scale	:	N\$ 180 505– 216 499
Housing Allowance	:	N\$ N\$ 10 464 per annum
Transport Allowance	:	N\$ 7 680per annum

Minimum requirements: A Grade 12 (or Equivalent) Certificate on NQF Level 3 Plus 6 years' experience in court interpretation and administration and be able to speak, read and write English, and at least two (2) indigenous languages as listed. Candidate must be at the level of Senior Interpreter Grade 11 if employed in the Public Service.

Key performance areas:

- Provide interpretation services in court;
- Assist with quasi-judicial administration duties;
- Verify case records with court roll on daily basis;
- Supervise, develop and mentor junior interpreters;
- Assess the performance agreements of junior interpreters;
- Execute any other duties assigned by the supervisor or any other authorized persons.

The Office of the Judiciary offers the following benefits:

- Ample Leave;
- Medical Aid;
- Pension; and
- Housing subsidy.

Applicants should note the following:

- Applicants 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; and
- 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, will not be considered.

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 note:

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

Enquiries: Ms. Candy Nzwala Tel: 061-435 3604, Ms. Aletta Emvula Tel: 061- 435 3603
Human Resources Management

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.

FAXED APPLICATIONS WILL NOT BE CONSIDERED.

MINISTRY OF FINANCE

DIRECTORATE: EXPENDITURE AND FINANCIAL MANAGEMENT DIVISION: GENERAL LEDGER

Post Designation	:	Chief Accountant Grade 6
1 xPost	:	Windhoek
Scale of Salary	:	N\$328 139 – 392 158
Salary Notch	:	N\$328 139
Housing Allowance	:	N\$13 080
Transport Allowance	:	N\$7 680

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

Job description

1. To ensure that all transactions e.g. Virements, Special Authorizations, Budget Suspensions, manual and automatic journal transactions in relation to the State moneys are correctly reflected on the General Ledger reports at each month end.
2. Actively engage all of the relevant stakeholders to ensure that all of the transactions have been recorded;
3. To ensure that the General Ledger is up to date and remains up to date by ensuring that every week there are no un-posted transactions from all of the sub ledgers within IFMS.
4. To print the month-end control reports for all O/M/As from the Sub-ledgers and compare these to the General Ledger to verify completeness of postings for that month. Proactively follow up and attend to missing transactions by engaging all relevant stakeholders and ensure that by the 5th of every month all transactions have been posted to the General ledger.
5. To receive the monthly reconciliations from the O/M/As and monthly review & O/M/A reconciliations of suspense accounts and provide comments to them in terms of the consistency and appropriateness of the reconciliation basis based on the reconciliation templates provided by Treasury to the O/M/As. Ensure that by the end of the Financial Year all O/M/As have been covered in this review.
6. To receive the monthly reconciliations from the O/M/As and monthly review 8 O/M/A reconciliations of bank accounts and provide comments to them in terms of the consistency and appropriateness of the reconciliation basis based on the reconciliation templates provided by Treasury to the O/M/As,. Ensure that by the end of the Financial Year all O/M/As have been covered in this review.

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.

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.

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

Enquiries: Ms. Laimi Shipoke: Deputy Director Expenditure and Financial Management
Tel no. 061 – 209 2702 | **E-mail:** Laimi.Shipoke@mof.gov.na

**DIRECTORATE: EXPENDITURE AND FINANCIAL MANAGEMENT
SUBDIVISION: MINISTERIAL ACCOUNTS**

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

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting plus 3 years relevant experience.

Additional Requirements: A valid Code B driver's license

Job description

1. Collect Ministerial Revenue deposit bank statement for account number: 165003 on a weekly basis from Bank of Namibia.
2. Verify the bank statement against the following vouchers: debit/credit, Deposit Slips, Return to drawer cheques and Re-deposits, Deposits and Electronic funds transfers.
3. Sort the vouchers per votes of the 35-line ministries.
4. Record the vouchers on the IFMS System of Ministerial Revenue Deposit Account on a daily basis.
5. Verify IFMS Bank Transaction Report against the bank statements.
6. File the Bank Statement and the IFMS Bank Transaction Report.
7. Sort the vouchers according to the line ministries for collection, this is done on a monthly basis.
8. Inform line ministries to collect the vouchers for reconciliation on their Receipts Suspense Account.
9. Confirm unknown EFT's with the Bank of Namibia and ensure that they are credited to the Ministerial Deposit Reconciliation Account.

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.

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.

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

Enquiries: Ms. Laimi Shipoke: Deputy Director Expenditure and Financial Management
Tel no. 061 – 209 2702 | **E-mail:** Laimi.Shipoke@mof.gov.na

**DIRECTORATE: EXPENDITURE AND FINANCIAL MANAGEMENT
SUBDIVISION: NEGOTIABLE BANKING**

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

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting plus 3 years relevant experience

Job description

1. Reconcile Electronic Banking suspense accounts which are PDMS Deduction suspense account and Salary Interface account
2. Supervision over Accountants
3. Prepare payments of Payment Deductions to Avril Payment Solutions Trust
4. Ensure that systems is functioning well and cut off time are adhered to
5. Prepare weekly report
6. Correspondence with Bank of Namibia
7. Process Electronic Funds Transfers for Accounts Payables, DSA and Payroll on daily basis
8. Printing and distributing of load and unpaid reports to O/M/As
9. Handling of queries from line ministries

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.

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.

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

Enquiries to be directed to: Ms. Laimi Shipoke: Deputy Director Expenditure and Financial Management Tel no. 061 – 209 2702 | E-mail: Laimi.Shipoke@mof.gov.na

**DIRECTORATE: EXPENDITURE AND FINANCIAL MANAGEMENT
SUBDIVISION: MINISTERIAL ACCOUNTS**

Post Designation	:	Accountant Grade 8
2x Posts	:	Windhoek
Scale of Salary	:	N\$220 828 – 263 911
Salary Notch	:	N\$220 828
Housing Allowance	:	N\$13 080
Transport Allowance	:	N\$7 680

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting

Additional Requirements: A valid Code B driver's license

Job description

1. Collect Ministerial Revenue deposit bank statement for account number: 165003 on a weekly basis from Bank of Namibia.
2. Verify the bank statement against the following vouchers: debit/credit, Deposit Slips, Return to drawer cheques and Re-deposits, Deposits and Electronic funds transfers.
3. Sort the vouchers per votes of the 35-line ministries.
4. Record the vouchers on the IFMS System of Ministerial Revenue Deposit Account on a daily basis.
5. Verify IFMS Bank Transaction Report against the bank statements.
6. File the Bank Statement and the IFMS Bank Transaction Report.
7. Sort the vouchers according to the line ministries for collection, this is done on a monthly basis.
8. Inform line ministries to collect the vouchers for reconciliation on their Receipts Suspense Account.
9. Confirm unknown EFT's with the Bank of Namibia and ensure that they are credited to the Ministerial Deposit Reconciliation Account.

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.

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.

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

Enquiries: Ms. Laimi Shipoke: Deputy Director Expenditure and Financial Management
Tel no. 061 – 209 2702 | E-mail: Laimi.Shipoke@mof.gov.na

**DIRECTORATE: EXPENDITURE AND FINANCIAL MANAGEMENT
SUBDIVISION: GENERAL LEDGER**

Post Designation	:	Accountant Grade 8
4x Post	:	Windhoek
Scale of Salary	:	N\$220 828 – 263 911
Salary Notch	:	N\$220 828
Housing Allowance	:	N\$13 080
Transport Allowance	:	N\$7 680

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting

Job description

1. Posting and verifying of journals.
2. Filling of manual journals and Correcting of automatic rejected journals
3. Importing and posting journals of sub ledgers such as, AP, AR, IRD, and DSA
4. Verification of sub ledgers
5. Preparing circulars for suspense account reconciliation due to OMA's
6. To request, print, and distribute the GL report to line ministries to facilitate OMA's with the reconciliation process
7. Assisting OMA's with the reconciliation of suspense accounts.
8. Assisting with the closure of the periods and financial year.
9. Assist in drawing up the financial statements of the government.
10. Assisting OMA's with any query related to the GL office
11. Create accounts in the GL for OMA's upon OMA's request

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.

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.

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

Enquiries: Ms. Laimi Shipoke: Deputy Director Expenditure and Financial Management
Tel no. 061 – 209 2702 | E-mail: Laimi.Shipoke@mof.gov.na

**DIRECTORATE: EXPENDITURE AND FINANCIAL MANAGEMENT
SUBDIVISION: BANK RECONCILIATION**

Post Designation	:	Accountant Grade 8
1x Post	:	Windhoek
Scale of Salary	:	N\$220 828 – 263 911
Salary Notch	:	N\$220 828

Housing Allowance : N\$13 080
Transport Allowance : N\$7 680

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting

Job description

1. Receiving bank statements, debits and credit transfer voucher from Bank of Namibia.
2. Allocation of debit and credit vouchers.
3. Procession of bank transfers on A.P System.
4. Uploading of electronic file on Cash Management and auto reconciliation process on Cash Management.
5. Do daily bank reconciliation on Cash Management System, for Unmatched transactions.
6. Run create accounting processes for Bank Reconciliation, Account Processing and General Ledger for journals to be created.
7. Compiling of Stop Payment forms as requested by line ministries and submission to BON.
8. Collection of Bank Statements from Bank of Namibia and daily reconciliation of bank statements.
9. Responsible for fraud cheques and Police Book.
10. Assist with enquiries.
11. Other duties as requested.

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.

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.

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

Enquiries: Ms. Laimi Shipoke: Deputy Director Expenditure and Financial Management
Tel no. 061 – 209 2702 | E-mail: Laimi.Shipoke@mof.gov.na

**DIRECTORATE: ASSET, CASH AND DEBT MANAGEMENT
DIVISION: FINANCIAL DIRECTIVES
SUBDIVISION: LOAN RECOVERIES**

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

Transport Allowance : N\$7 680

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting plus 3 years relevant experience.

Job description

1. Verifying of all records in respect of all loans granted to Municipalities, Town, Villages, Hotel, Guest Houses, Government houses and Government Organisation.
2. Handling of enquiries and correspondence with all stakeholders concerned.
3. Checking of allocation of payments received and record payments of loan schedule.
4. Correct certification of all accounts for debtors.
5. Reconciliation of advisor with general ledger accounts and issuing of rectification journals.
6. Submitting annual audit statements to the Accountant General.
7. Preparation of the Directorate's annual budget.
8. Ensure effective management of the Directorate as per Public Service Rules/Directive Reforms
9. Report to the Deputy Director of State Accounts

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.

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.

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

Enquiries: Mr. Marten Ashikoto: Deputy Director – Asset, Cash and Debt Management
Tel no. 061 – 209 9111 / Email: Marten.Ashikoto@mof.gov.na

PUBLIC PRIVATE PARTNERSHIPS (PPPs) DIRECTORATE DIVISION: PROJECT APPRAISAL

Post designation : economist grade 8
1xpost : Windhoek
Salary : n\$220 828 – 263 911
Housing allowance : n\$13 080 p.a.
Transport allowance : N\$7 680 P.A.

Minimum requirements: A relevant B-degree (or equivalent qualification on NQF level 7) in Economics, Commerce or Finance, with one or more of the following major

subjects/courses: Finance, Investment Analysis, Project/ Infrastructure planning & finance, Project Appraisal.

Additional Requirements: A valid Code B driver's license

1. Work experience of project and infrastructure planning and a general understanding of economics and finance.
2. Strong knowledge and skills in planning, organizing, coordination.
3. Skills in research and analysis, statistics and data interpretation.
4. Strong analytical, writing and presentation skills.
5. A self-starter who pays attention to detail.
6. Computer literate with strong emphasis on MS Excel and PowerPoint.
7. Good interpersonal and communication skills.

Key performance areas

1. Interactions and collaboration with government stakeholders for assistance in developing PPP project concepts.
2. Research inputs with respect to PPP projects that are under review by the PPP Unit.
3. Perform PPP Project appraisal i.e. feasibility analysis (technical, financial and economic evaluation using various methods/models).
4. Draft regulations, circulars and guidance notes pertaining to financial aspects/feasibility of PPPs for issuance by the PPP Committee/MOF.
5. Compilation of analysis briefs on projects under review and responding to queries from the PPP Committee.
6. Perform secretariat duties for the PPP Committee i.e. prepare documents take minutes etc.
7. Carry out any other duties assigned by the supervisor or Management of the MoF

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.

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.

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

Enquiries: Mr. Johannes Shipepe: Chief Economist: Project Appraisal Division
Tel no. 061 - 209 2975 | E-mail: Johannes.Shipepe@mof.gov.na

**PUBLIC PRIVATE PARTNERSHIPS (PPPs) DIRECTORATE
DIVISION: OUTREACH AND CAPACITY BUILDING**

Post designation : Economist Grade 8

1xpost	:	Windhoek
Salary	:	N\$ 220 828 – 263 911
Housing allowance	:	N\$1 3 080 p.a.
Transport allowance	:	N\$ 7 680 p.a.

Minimum Requirements: A relevant B-degree (or equivalent qualification on NQF level 7) in Economics, Commerce, Finance or related fields with one or more of the following major subjects: Economics, Business Economics, Project/ Infrastructure planning, accountancy or cost accounting.

Additional Requirements: A valid Code B driver's license

1. Work experience of project and infrastructure planning and a thorough understanding of economics and finance in general.
2. Strong knowledge and skills in planning, organizing, coordination.
3. Skills in research and analysis, statistics and data interpretation.
4. Strong analytical, writing and presentation skills.
5. A self-starter who pays attention to detail.
6. Computer literate with strong emphasis on MS Excel and PowerPoint.
7. Good interpersonal and communication skills

Job Description:

1. Assist in research on activities to keep abreast with respect to PPPs' outreach and capacity building.
2. Organize and coordinate PPP trainings, investor outreach initiatives, forums to interact with private sector stakeholders and other PPP participants.
3. Collaborate with multilateral and development finance institutions in conceptualizing programs and funding packages targeted at capacity building and related activities.
4. Assist with compilation and actively disseminate information on PPP guidance manuals and other reference material on PPPs to relevant stakeholders.
5. Interactions and collaboration with government stakeholders for assistance in developing PPP project concepts.
6. Responsible for facilitation of PPP Unit web information update.
7. Perform secretariat duties for the PPP Committee i.e. prepare documents, take minutes etc.
8. Carry out any other duties assigned by the supervisor or Management of the MoF

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.

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.

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

Enquiries: Ms. Sofia Shino: Senior Economist - Outreach and Capacity Building Division
Tel no. 061 – 209 2694 | E-mail: Sofia.Shino@mof.gov.na

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: ERONGO REGION DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES SUBDIVISION: DISTRICT HOSPITAL SWAKOPMUND

Post Designation	:	Senior Medical Officer Grade 4
1x Post	:	Swakopmund
Salary Scale	:	N\$ 478 220 – 502 753
Fixed Overtime	:	N\$ 239 112 p.a.
Housing Benefit	:	N\$ 68 188 p.a.
Capital Costs	:	N\$ 76 950 p.a.
Running Costs	:	N\$ 25 751 p.a.

Minimum Requirements: A Medical Degree and Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus appropriate experience. Must have a valid Driver License.

Additional Requirements: General Health Management post qualification. Ability to perform basic emergency surgeries and anesthesia skills will be added advantage.

Job Profile: This level includes personnel who supervise occupationally related operational staff and, if necessary, overhead supervision of supporting staff.

Applications must be forward to:

**Address: Regional Director
Ministry of Health and Social Services
Private Bag 5004
Swakopmund**

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES SUBDIVISION: DISTRICT HOSPITAL OMARURU

Post Designation	:	Senior Medical Officer Grade 4
1x Post	:	Omaruru
Salary Scale	:	N\$ 478 220 – 502 753
Fixed Overtime	:	N\$ 239 112 p.a.
Housing Benefit	:	N\$ 68 188 p.a.
Capital Costs	:	N\$ 76 950 p.a.
Running Costs	:	N\$ 25 751 p.a.

Minimum Requirements: A Medical Degree and Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus appropriate experience. Must have a valid Driver License.

Additional Requirements: General Health Management post qualification. Ability to perform basic emergency surgeries and anesthesia skills will be added advantage.

Job Profile: This level includes personnel who supervise occupationally related operational staff and, if necessary, overhead supervision of supporting staff.

Enquiries: Ms. F Ilungu, **Tel:** (064) 4106125, Dr. A Shaker. **Tel.** (064) 4106107

**Address: Regional Director
Ministry of Health and Social Services
Private Bag 5004
Swakopmund**

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES**

Post designation : Senior Registered Nurse Grade 7
1x Post : Kuisebmond Health Centre
Salary Scale : N\$ 269 189 – 321 707
Transport Allowance : N\$7 680 p.a.
Housing Allowance : N\$13 080 p.a.

Minimum Requirements: Registration as a Registered Nurse and Midwife with the Nursing Council of Namibia plus three (3) years appropriate experience.

Enquiries: Mr. L Mauha, **Tel:** (064) 4106109, Dr. M Ntinda. **Tel.** (064) 216300

**Address: Regional Director
Ministry of Health and Social Services
Private Bag 5004
Swakopmund**

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: SOCIAL WELFARE SERVICES**

Post designation : Senior Social Worker Grade 7
1x Post : Walvis Bay
Salary Scale : N\$ 269 189– 321 707
Transport Allowance : N\$7 680 p.a.
Housing Allowance : N\$13 080 p.a.

Minimum Requirements: Registration as a Social Worker with the Professional Council of Namibia plus three (3) years appropriate experience.

Enquiries: Ms. F Ilungu, **Tel:** (064) 4106125, Dr. M Ntinda. **Tel.** (064) 216300

**Address: Regional Director
Ministry of Health and Social Services
Private Bag 5004
Swakopmund**

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT HOSPITAL USAKOS**

SUBSECTION: REHABILITATION SERVICES

Post designation : Medical Rehabilitation Worker Grade 10
1x Post : Usakos
Salary Scale : N\$ 147 485– 176 895
Transport Allowance : N\$7 680 p.a.
Housing Allowance : N\$10 464 p.a.

Minimum Requirements: A Grade 12 or equivalent certificate issued in terms of appropriate legislation.

Enquiries: Ms. F Ilungu, **Tel:** (064) 4106125, Dr. PJ Kabanga. **Tel.** (064) 530067

**Address: Regional Director
Ministry of Health and Social Services
Private Bag 5004
Swakopmund**

SUBDIVISION: RESOURCE MANAGEMENT

Post designation : Senior Administrative Officer Grade 10
1x Post : Omaruru
Salary Scale : N\$ 147 485 – 176 895
Transport Allowance : N\$7 680 p.a.
Housing Allowance : N\$10 464 p.a.

Minimum Requirements: National Diploma in Business Administration/ Public Administration or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus three years' experience as Administrative Officer Grade 12.

Enquiries: Ms. F. Ilungu, **Tel:** (064) 4106125, Mr. N.N. Luanda, CoAO. **Tel.** (064) 4106101

**Address: Regional Director
Ministry of Health and Social Services
Private Bag 5004
Swakopmund**

DIRECTORATE: GENERAL MANAGEMENT DIVISION: PLANT & FLEET MANAGEMENT SUBDIVISION: REPAIRS AND MAINTENANCE

Post Designation : Chief Artisan Foreman Grade 8
1x Post : Windhoek
Salary Scale : N\$ 220 828 – 263 911

Minimum Requirements: Completed apprenticeship or A Trade Diploma issued in terms of existing legislation plus five (5) years appropriate experience.

Additional Requirements: The candidate must have a valid driver's licence Code 8.

Enquiries: Ms. P. Kanyimba, **Tel:** 061-2032013

Applications must be forward to:

Ministry of Health and Social Services
Division: Human Resource Management
Private Bag 13198
Windhoek

DIRECTORATE: GENERAL MANAGEMENT
DIVISION: FLEET MANAGEMENT
SUBDIVISION: TRANSPORT MANAGEMENT
SECTION: TRANSPORT DESK

Post Designation : Senior Administrative Officer Grade 10
1x Post : Windhoek
Salary Scale : N\$ 147 485 – 176 895

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

Enquiries: Ms. P. Kanyimba, **Tel:** 061-2032013

Applications must be forward to:

Ministry of Health and Social Services
Division: Human Resource Management
Private Bag 13198
Windhoek

DIRECTORATE: OHANGWENA REGION
DIVISION: CURATIVE SERVICES
SUBDIVISION: NURSING SERVICES

Post Designation : Senior Registered Nurse Grade 7
1x Post : Ohangwena Region
Salary Scale : N\$ 269 189 – 321 707
Housing Allowance : N\$ 13 080 p.a.
Transport Allowance : N\$ 7 680 p.a.

Minimum Requirements: Registration with the Health Professions Council as Registered Nurse plus at least three (3) years appropriate experience.

Additional Requirements: Preference will be given to candidates with a post graduate degree in nursing management plus five (5) years appropriate experience in hospital services.

Enquiries: Mr. Johannes Hango, **Tel:** 065-263260/Mr. Lazarus D. Amuthenu, **Tel:** 065-263261

**Addresses: The Regional Director, Ohangwena Region
Ministry of Health and Social Services
Private Bag 88006
Eenhana**

**DIRECTORATE: OHANGWENA REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: ENGELA
SUBDIVISION: DISTRICT HOSPITAL ENGELA
SECTION: NURSING SERVICES
SUBSECTION: INPATIENTS & OUTPATIENTS**

Post Designation : Senior Registered Nurse Grade 7
2x Posts : Engela
Salary Scale : N\$ 269 189 – 321 707
Housing Allowance : N\$ 13 080 p.a.
Transport Allowance : N\$ 7 680 p.a.

Minimum Requirements: Registration with the Health Professions Council as Registered Nurse plus at least three (3) years appropriate experience.

Enquiries: Dr. Bernard Sikombe, **Tel:** 065-266604/5, Mr. Lazarus D. Amuthenu, **Tel:** 065-263261

**Addresses: The Regional Director, Ohangwena Region
Ministry of Health and Social Services
Private Bag 88006
Eenhana**

**DIRECTORATE: OHANGWENA REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: EENHANA
SUBDIVISION: SOCIAL WELFARE SERVICES**

Post Designation : Senior Social Worker Grade 7
1x Post : Eenhana
Salary Scale : N\$ 269 189 – 321 707
Housing Allowance : N\$ 13 080 p.a.
Transport Allowance : N\$ 7 680 p.a.

Minimum Requirements: Registration as a Social Worker.

Enquiries: Mr. Johannes Hango, **Tel:** 065-263261, Mr. Lazarus D. Amuthenu, **Tel:** 065-263261

**Addresses: The Regional Director, Ohangwena Region
Ministry of Health and Social Services
Private Bag 88006
Eenhana**

DIRECTORATE KUNENE REGION

Post designation	:	Physiotherapist Therapist Grade 6
1x Post	:	Opuwo (Regional Office)
Salary scale	:	N\$ 328 139 – 392 158
Transport Allowance	:	N\$ 7 680.00 p.a
Housing Allowance	:	N\$13 080.00 p.a

Minimum Requirement: Registration as a Physiotherapist Therapist with the Health Professional Council of Namibia.

DIVISION DISTRICT HEALTH AND SOCIAL SERVICES OPUWO SUBDIVISION DISTRICT PRIMARY HEALTH CARE SERVICES

Post designation	:	Senior Registered Nurse Grade 7
1x Post	:	Opuwo
Salary scale	:	N\$ 269 189 – 321 707
Transport Allowance	:	N\$ 7 680.00 p.a
Housing Allowance	:	N\$13 080.00 p.a

Minimum Requirement: Registration as a Registered Nurse and Midwife with the Nursing Council of Namibia plus Three (3) years appropriate experience.

Additional Requirement: Applicant must have a valid driving license and must be computer literate. NB: Confirmation of probation as a Registered Nurse Grade 8 must be attached.

DIVISION DISTRICT HEALTH AND SOCIAL SERVICES OUTJO SUBDIVISION DISTRICT PRIMARY HEALTH CARE SERVICES

Post designation	:	Senior Registered Nurse Grade 7
1x Post	:	Outjo
Salary scale	:	269 189 – 321 707
Transport Allowance	:	N\$ 7 680.00 p.a
Housing Allowance	:	N\$13 080.00 p.a

Minimum Requirement: Registration as a Registered Nurse and Midwife with the Nursing Council of Namibia plus Three (3) years appropriate experience.

Additional requirement: Applicant must have a valid driving license and must be computer literate. NB: Confirmation of probation as a Registered Nurse Grade 8 must be attached.

DIVISION DISTRICT HEALTH AND SOCIAL SERVICES OPUWO

Post designation	:	Ophthalmic Clinical Officer Grade 8
1x Post	:	Opuwo
Salary scale	:	N\$ 220 828 – 263 911
Transport Allowance	:	N\$ 7 680.00 p.a

Housing Allowance : N\$13 080.00 p.a

Minimum Requirement: Registration as Ophthalmic Clinical Officer with the Health Professional Council of Namibia.

NB: Only shortlisted candidates will be contacted and no documents will be returned. All supporting documents (ID, Qualification etc.) must be originally certified by the Namibian Police. Foreigner qualifications must be accompanied by English transcripts and Namibia Qualification Authority (NQA) evaluation. Failure to complete all item on the application form for employment and not attaching all the required documents including confirmation of probation letters where possible will disqualify the application.

Enquiries: Mr. T. Shapumba, **Tel:** 065-272801 / Mrs. T. Nghitotelwa, **Tel:** 065-272845

Applications (on form 15603 obtainable at all Government Offices) must be submitted to:

**The Regional Director
Ministry of Health and Social Services
Private Bag 3003, Opuwo**

**DIRECTORATE: OMAHEKE REGIONAL HEALTH
DIVISION: SPECIAL DISEASE PROGRAM**

Post Designation : Chief Health Program Officer Grade 6
1x Post : Gobabis (Regional Office)
Salary Scale : N\$ 328 139 – 392 158
Housing Allowance : N\$ 13080.00 p.a
Transport Allowance : N\$ 7680.00 p.a

Minimum Requirements: An appropriate B. degree or equivalent qualification on NQF level 7 plus five (5) years appropriate experience in special programs.

Additional Requirement: Registration with the Health Professions Council of Namibia (HPCNA), Should have a valid driver's license, Computer literacy (Microsoft Word, Excel, PowerPoint)

Application for employment must be submitted to:

**THE REGIONAL DIRECTOR
MINISTRY OF HEALTH AND SOCIAL SERVICES
OMUSATI REGION
PRIVATE BAG 504
OUTAPI**

**Address: Omaheke Regional Office
Private Bag 2099
Gobabis**

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICE

SUBDIVISION: DISTRICT HOSPITAL GOBABIS
SECTION: PROFESSIONAL SERVICES
SUB-SECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Assistant Grade 9
1x Post	:	Gobabis
Salary Scale	:	N\$ 180 505 – 216 499
Transport Allowance	:	N\$ 7680.00 p.a
Housing Allowance	:	N\$ 10464.00 p.a

Minimum Requirements: An appropriate Diploma or equivalent qualification on NQF level 6 and Registration with the Health Professions Councils of Namibia as a Pharmacist Assistant, plus three (3) years appropriate experience.

Additional Requirements: Computer literacy with proven documents in Micro Soft (Word, Excel and PowerPoint).

Address: Regional Director
Omahaheke Regional Health Directorate
Human Resource Office
Private Bag 2099
Gobabis

SUBDIVISION: DISTRICT HOSPITAL GOBABIS
SECTION: PROFESSIONAL SERVICES
SUB-SECTION: REHABILITATION SERVICES

Post Designation	:	Medical Rehabilitation Officer Grade 10
1x Post	:	Gobabis
Salary Scale	:	N\$ 147 485 – 176 895
Transport Allowance	:	N\$ 7680.00 p.a
Housing Allowance	:	N\$ 10464.00 p.a

Minimum Requirements: A Grade 12 or equivalent Certificate plus a Certificate issued in terms of appropriate legislation.

Public Servants must have completed their probation successfully and confirmation of probation letters should accompany applications. Applicants may only compete for vacancies which are on the next higher grade/post.

Foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the applicant. No faxed or emailed application will be considered.

PREFERENCE WILL BE GIVEN TO NAMIBIAN CITIZENS AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

A completed application form (form 156043 obtainable at all Government Offices), together with comprehensive curriculum vitae, original certified copies of educational qualifications and proof of citizenship must be addressed to:

Enquiries: Mr. Jeremia Shikulo / Ms. Edla Maiseuanaani, **Tel:** 062-577000

**Address: Regional Director
Omaheke Regional Health Directorate
Human Resource Office
Private Bag 2099
Gobabis**

**DIRECTORATE: ZAMBEZI REGION
DIVISION: CURATIVE SERVICES
SUBDIVISION: PHARMACEUTICAL SERVICES**

Post Designation : Senior Pharmacist Grade 6
1x Post : Zambezi Region (Regional Office)
Salary Scale : N\$ 328 139 – 392 158
Housing Allowance : N\$ 13 080 p.a
Transport Allowance : N\$ 7 680 p.a
Fixed Overtime : N\$ 175 572 p.a

Minimum Requirements: Registration as a Pharmacist with the Pharmacy Council of Namibia plus appropriate experience.

**The Regional Director
Zambezi Health Directorate
Private Bag 1081
Katima Mulilo**

Enquiries: Mrs. Agnes Mwilima, Mr. G.N. Mbombo, Regional Director or Chief HR Practitioner **Tel:** 066 – 251400, **Tel:** 066 – 265500 Or Ms. Jannety Chilinda Senior Human Resource Practitioner

**DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES**

Post Designation : Chief Health Programme Officer Grade 6
1x Post : Zambezi Region (Regional Office)
Salary Scale : N\$ 328 139 – 392 158
Housing Allowance : N\$ 13 080 p.a
Transport Allowance : N\$ 7 680 p.a

Minimum Requirements: A B-Degree or equivalent qualifications majoring in Human Resources on NQF level 7 plus six (6) years appropriate experience in Human Resources Administration.

**The Regional Director
Zambezi Health Directorate**

**Private Bag 1081
Katima Mulilo**

Enquiries: Mrs. Agnes Mwilima, Mr. G.N. Mbombo, Regional Director or Chief HR Practitioner **Tel:** 066 – 251400, **Tel:** 066 – 265500 Or Ms. Jannety Chilinda Senior Human Resource Practitioner

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES**

Post Designation : Medical Officer Grade 5
4x Posts : Katima Mulilo District Hospital
Salary Scale : N\$ 400 001 – 478 220
Housing Allowance : N\$ 13 080 per annum
Motor Vehicle Allowance
Capital Cost : N\$ 56 429 p.a
Running Cost : N\$ 22 333 p.a
Fixed Overtime : N\$ 214 066 p.a

Minimum Requirements: Registration as Medical Officer with the Medical and Dental Council of Namibia.

**The Regional Director
Zambezi Health Directorate
Private Bag 1081
Katima Mulilo**

Enquiries: Mrs. Agnes Mwilima, Mr. G.N. Mbombo, Regional Director or Chief HR Practitioner **Tel:** 066 – 251400, **Tel:** 066 – 265500 Or Ms. Jannety Chilinda Senior Human Resource Practitioner

**SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SERVICES**

Post Designation : Senior Pharmacist Grade 6
1x Post : Katima Mulilo District Hospital
Salary Scale : N\$ 328 139 – 392 158
Housing Allowance : N\$ 13 080 p.a
Transport Allowance : N\$ 7 680 p.a
Fixed Overtime : N\$ N\$ 175 572 p.a

Minimum Requirements: Registration as a Pharmacist with the Pharmacy Council of Namibia plus appropriate experience.

**The Regional Director
Zambezi Health Directorate
Private Bag 1081
Katima Mulilo**

Enquiries: Mrs. Agnes Mwilima, Mr. G.N. Mbombo, Regional Director or Chief HR Practitioner Tel: 066 – 251400, Tel: 066 – 265500 Or Ms. Jannety Chilinda Senior Human Resource Practitioner

SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SERVICES

Post Designation : Physiotherapist Grade 8
1x Post : Katima Mulilo District Hospital
Salary Scale : N\$ 220 828 – 263 911
Housing Allowance : N\$ 13 080 p.a
Transport Allowance : N\$ 7 680 p.a

Minimum Requirement: Registration as Physiotherapist with the Health Profession Council of Namibia.

The Regional Director
Zambezi Health Directorate
Private Bag 1081
Katima Mulilo

Enquiries: Mrs. Agnes Mwilima, Mr. G.N. Mbombo, Regional Director or Chief HR Practitioner **Tel:** 066 – 251400, **Tel:** 066 – 265500 OR Ms. Jannety Chilinda Senior Human Resource Practitioner

DISTRICT KATIMA MULILO HEALTH & SOCIAL SERVICES
SUBDIVISION: HUMAN RESOURCES

Post Designation : Chief Health Programme Officer Grade 6
1x Post : Katima Mulilo District Hospital
Salary Scale : N\$ 328 139 – 392 158
Housing Allowance : N\$ 13 080 p.a
Transport Allowance : N\$ 7 680 p.a

Minimum Requirements: A B-Degree or equivalent qualifications majoring in Human Resources on NQF level 7 plus six (6) years appropriate experience in Human Resources Administration.

Enquiries: Mrs. Agnes Mwilima, Mr. G.N. Mbombo, Regional Director or Chief HR Practitioner **Tel:** 066 – 251400, **Tel:** 066 – 265500 OR Ms. Jannety Chilinda Senior Human Resource Practitioner

The Regional Director
Zambezi Health Directorate
Private Bag 1081
Katima Mulilo

SECTION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Human Resource Practitioner Grade 7
1x Post	:	Katima Mulilo District Hospital
Salary Scale	:	N\$269 189 – 321 707
Housing Allowance	:	N\$ 13 080 p.a
Transport Allowance	:	N\$ 7 680 p.a

Minimum Requirement: A National Diploma majoring in Human Resource on NQF level 6 plus three (3) years appropriate experience.

NB: only applicants who meet the shortlisting requirements will be contacted. Candidates are required to attach Curriculum Vitae, Originally certified copies of educational qualifications and confirmation of probation.

Government application forms (156043) must be hand delivered at HRM offices, RMT building or addressed to:

**The Regional Director
Zambezi Health Directorate
Private Bag 1081
Katima Mulilo**

Enquiries: Mrs. Agnes Mwilima, Mr. G.N. Mbombo, Regional Director or Chief HR Practitioner **Tel:** 066 – 251400, **Tel:** 066 – 265500 OR Ms. Jannety Chilinda Senior Human Resource Practitioner

**DIRECTORATE: POLICY AND PLANNING
RESOURCE MANAGEMENT**

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$ 220 828.00 – 263 911.00
Housing allowance	:	N\$ 13 080 p.a.
Transport allowance	:	N\$ 7 680 p.a.

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus three years in the position of Senior Administrative Officer Grade 10.

Additional Requirement: Applicants must be familiar with the Public Procurement Act, 2015 (Act No.15 of 2015) and Regulations, Treasury Instructions, Stock Control Manual, computer literate and having experience in Integrated Financial Management System (IFMS) and financial management.

Main responsibilities:

- Plan and prepare Directorate's budget
- Manage and administer the procurement of materials, other goods and services in accordance with the Procurement Act, 2015 (Act No. 15 of 2015)
- Manage, control and monitor budget utilization and prepare monthly report on trend of expenditure of the Directorate
- Process payment to the Procurement Management Unit and Accounts Payable Office.
- Process claims for payment (overtime and S&T) to respective offices

- Prepare and compile budget-related plans and reports (e.g. forward budget planning, annual expenditure reports, Procurement Plan, preparation of tender documents, and funds virementation)
- Carry out stock-taking and control all equipment in the Directorate
- Maintain inventories and submit annual stock taking report to relevant offices
- Compile Auditor-General's report and sub-division's annual report
- Provide secretarial services to the Economizing Committee meetings

NB: Only shortlisted candidates will be contacted. All supporting documents must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by English transcripts and Namibia Qualifications Authority (NQA) evaluation. Failure to attach all the required documents, including confirmation of probation letters in case of Namibians, will automatically disqualify the application.

APPLICATIONS (ON FORM 156043 OBTAINABLE AT ALL GOVERNMENT OFFICES) MUST BE SUBMITTED TO THE FOLLOWING ADDRESS:

**THE DIRECTOR
DIRECTORATE POLICY AND PLANNING
MINISTRY OF HEALTH AND SOCIAL SERVICES
PRIVATE BAG 13198
WINDHOEK**

Enquiries: Mr. J. Nghipundjwa, **Tel.** 061-2032500

**DIRECTORATE: SOCIAL WELFARE SERVICES
DIVISION: DEVELOPMENT SOCIAL WELFARE SERVICES
SUBDIVISION: FAMILY WELFARE SERVICES**

Post designation	:	Chief Social Worker Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$ 328 189 – 392 158
Housing Allowance	:	N\$ 13 080
Transport Allowance	:	N\$ 7680

Minimum Requirements: A Bachelor of Arts in Social Work on NQF Level 7 and registration with the Social Work and Psychology of Namibia plus three (3) years' experience as a Senior Social Worker Grade 7.

Additional Requirements: Applicant must be computer literate, drivers licence code BE (older than 12 months) and authorization to drive government vehicles. Confirmation of probation as Senior Social Worker Grade 7 must be attached.

Knowledge and experience in family strengthening programs such, as suicide prevention and interventions, gender based violence prevention and interventions, promotion of effective migration prevention and intervention of human trafficking and management of effective migration.

Development of manuals and guidelines will be an added advantage.

Advanced knowledge and experience in supervision and management functions, i.e. planning and budgeting.

Enquiries: Ms. Helen Mouton, **Tel:** (061) 2032604

Applications must be forward to:

Ministry of Health and Social Services
Division: Human Resource Management
Private Bag 13198
Windhoek

//KHARAS REGIONAL HEALTH DIRECTORATE
SECTION: SPECIAL DISEASE (HIV/AIDS, TB & MALARIA)

Post Designation : Senior Health Program Officer grade 7
1x Post : Keetmanshoop (Regional Office)
Salary Scale : N\$ 269 189 × P – N\$ 321 707
Housing Allowance : N\$ 13 080 p.a
Transport Allowance : N\$ 7 680 p.a

Minimum Requirements: Registration as a Registered Nurse with Nursing Council of Namibia plus five (5) years appropriate experience in Primary Health Care Services.

Job Profile: This level includes personnel who supervise occupationally related operational staff and, if necessary, overhead supervision of supporting staff.

NB: Only shortlisted candidates will be contacted. All supporting documents must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by English transcripts and Namibian Qualifications Authority (NQA) evaluation. Failure to attach all the required documents including confirmation of probation letters in case of Namibians will automatically disqualify the application.

PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CANDIDACY IS LIMITED TO NAMIBIAN CITIZENS

Enquiries: DR. R.R. Kooper, **Tel:** 063-2209186 or Mrs. S.L. Van Wyk, **Tel:** 063 – 2209080

Application forms 156043 (obtainable at all Government Offices) together with a comprehensive curriculum vitae and certified copies of Educational Qualifications must be submitted to:

The Director, Ministry of Health and Social Services, Private Bag 2101, Keetmanshoop.

DIRECTORATE: OMUSATI REGION
DIVISION: CURATIVE SERVICES
SUBDIVISION: NURSING SERVICES

Post Designation : Chief Registered Nurse Grade 6
1x Post : Outapi – Regional Office
Salary Scale : N\$ 328 139 – 392 158

Housing Allowance : N\$ 13 080.00 p.a
Transport Allowance : N\$ 7680.00 p.a

Minimum Requirements: Registration as a Registered Nurse and Midwifery with the Nursing Council of Namibia, plus three (3) years appropriate experience in General Clinical (Management) Services.

Additional Requirements: Applicants must have a valid driving license and be computer literate. Confirmation of probation as Senior Registered Nurse Grade 7 must be attached.

Enquiries: Dr. Francina Ananias, **Tel:** 065 – 251805 or Ms Monika Shilunga, **Tel:** 065 – 251812

Application for employment must be submitted to:

**THE REGIONAL DIRECTOR
MINISTRY OF HEALTH AND SOCIAL SERVICES
OMUSATI REGION
PRIVATE BAG 504
OUTAPI**

**DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBSECTION: DOMESTIC SERVICES
COMPONENT: CATERING SERVICES**

**Post designation : Senior Cleaner Grade 14
1x Post : Outapi
Salary Scale : N\$ 54 682 – 71 105
Transport allowance : N\$ 7680.00 p.a
Housing allowance : N\$ 7848.00 p.a**

Minimum requirements: None

Additional requirements: The candidate should have three (3) years appropriate experience and must be able to read and write English. Confirmation of probation as a Cleaner Grade 15 must be attached

Enquiries: Ms. Monika Shilunga at Tel 065 – 251812 or
Ms. Maghanaem Nakasole at Tel: 065 – 251809

Application for employment must be submitted to:

**THE REGIONAL DIRECTOR
MINISTRY OF HEALTH AND SOCIAL SERVICES
OMUSATI REGION
PRIVATE BAG 504
OUTAPI**

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBSECTION: DOMESTIC SERVICES
COMPONENT: CATERING SERVICES

Post designation : Senior Cleaner Grade 14
1x Post : Tsandi
Salary scale : N\$ 54 682 – 71 105
Transport allowance : N\$ 7680.00 p.a
Housing allowance : N\$ 7848.00 p.a
Remoteness allowance : N\$ 9000 p.a

Minimum requirements: None

Additional requirements: The candidate should have three (3) years appropriate experience and must be able to read and write English. Confirmation of probation as a Cleaner Grade 15 must be attached

Enquiries: Ms. Monika Shilunga, **Tel:** 065 – 251812 or
Ms. Maghanaem Nakasole, **Tel:** 065 – 251809

Application for employment must be submitted to:

THE REGIONAL DIRECTOR
MINISTRY OF HEALTH AND SOCIAL SERVICES
OMUSATI REGION
PRIVATE BAG 504
OUTAPI

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINIC UTSATHIMA

Post Designation : Driver Grade 12
1x Post : Utsathima Clinic
Salary Scale : N\$ 99 633 – 119 501
Transport allowance : N\$ 7680.00 p.a
Housing allowance : N\$ 10 464.00 p.a
Remoteness Allowance : N\$ 21000.00 p.a

Minimum Requirements: A Grade 10 certificate on NQF Level 2 plus Code C1 driving licence.

Supplementary Selection Requirements: Candidates must meet the criteria for appointment in the Public Service for post which requires a Grade 10 Certificate [24 points over 7 subjects including a D symbol in English. Candidates in possession of a Standard 8 Certificate are also encourage to apply].

Enquiries: Ms. Monika Shilunga, **Tel:** 065 – 251812 or
Ms. Fredrika Enkali, **Tel:** 065 – 252030

Application for employment must be submitted to:

**THE REGIONAL DIRECTOR
MINISTRY OF HEALTH AND SOCIAL SERVICES
OMUSATI REGION
PRIVATE BAG 504
OUTAPI**

**DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES**

Post Designation : Administrative Officer Grade 12
1x Post : Tsandi
Salary Scale : N\$ 99 633 – 119 501
Transport allowance : N\$ 7680.00 p.a
Housing allowance : N\$ 10 464.00 p.a
Remoteness Allowance : N\$ 9000.00 pa

Minimum Requirements: A Grade 12 certificate on NQF Level 3. Candidate should be computer literacy

Supplementary Selection Requirements: Candidates must meet the criteria for appointment in the Public Service for post which requires a Grade 12 Certificate [20 points over 5 subjects including an E symbol in English. Candidates in possession of a Standard 10 Certificate are also encourage to apply].

Enquiries: Ms. Monika Shilunga, **Tel:** 065 – 251812 or
Ms. Mr. Freeman Mwifi, **Tel:** 065 – 258100

NB: Interested applicants must complete the Government Application Forms 156043 and 156094 (available at any Government offices). Only shortlisted candidates will be contacted and documents will not be return back. All supporting documents must be originally certified by the Namibian Police.

Application for employment must be submitted to:

**THE REGIONAL DIRECTOR
MINISTRY OF HEALTH AND SOCIAL SERVICES
OMUSATI REGION
PRIVATE BAG 504
OUTAPI**

**DIRECTORATE: OSHIKOTO REGION
DIVISION: INTERMEDIATE HOSPITAL ONANDJOKWE**

**SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES**

Post Designation	:	Senior Medical Officer Grade 4
1 x Post	:	Intermediate Hospital Onandjokwe
Scale of Salary	:	N\$ 478 220 – 502 753
Fixed Overtime	:	N\$ 239 112 per annum
Housing Benefit	:	N\$ 68 188 per annum
Motor Vehicle Allowance	:	N\$ 102 701 per annum

Minimum Requirements: A Medical Degree and registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus four (4) years appropriate experience in hospital areas.

Enquiries: Dr Akutu A. Munyika Tel: 065 – 280402 or Mr M.T. Teofilus Tel: 065 –280474

**DIVISION: INTERMEDIATE HOSPITAL ONANDJOKWE
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: INPATIENTS**

Post Designation	:	Senior Registered Nurse Grade 7
1 x Post	:	Intermediate Hospital Onandjokwe
Scale of Salary	:	N\$ 269 189 – 321 707
Housing Allowance	:	N\$ 13 080.00 per annum
Motor Vehicle Allowance	:	N\$ 7 680.00 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwife/Accocheur with the Nursing Council of Namibia plus four (5) years appropriate experience in clinical support services.

Additional requirements: Bachelor degree on Health Service Management / post basic or equivalent qualification on NQF level 7 will be added as an advantage.

Enquiries: Mr J. Lumbu Tel: 065 – 280403 or Mr M.T. Teofilus Tel: 065 –280474

**Address: The Medical Superintendent
Intermediate Hospital Onandjokwe
Private Bag 2016
Ondangwa**

**DIRECTORATE: HEALTH INFORMATION & RESEARCH
SECTION GENERAL MANAGEMENT**

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$ 328 139 – 392 158
Housing Allowance	:	N\$ 13,080.00 p.a

Transport Allowance : N\$ 7,680.00 p.a

MINIMUM REQUIREMENTS: An appropriate National Diploma or equivalent qualification (NQF 6) plus six (6) years appropriate experience of which three (3) years must be on the level of Chief Administrative Officer, Grade 8.

ADDITIONAL REQUIREMENT: Applicants must be familiar with the Public Procurement Act, 2015 (Act No.15 of 2015) and Regulations, Treasury Instructions, Stock Control Manual, computer literate and having experience in Integrated Financial Management System (IFMS) and financial management.

**DIRECTORATE: HEALTH INFORMATION & RESEARCH
SECTION GENERAL MANAGEMENT**

Post Designation : Chief Administrative Officer Grade 8
1x Post : Windhoek
Salary Scale : N\$ 220 828.00 – 263 911
Housing allowance : N\$ 13, 080 p.a.
Transport allowance : N\$ 7, 680 p.a.

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus three (3) years in the position of Senior Administrative Officer Grade 10.

Additional Requirement: Applicants must be familiar with the Public Procurement Act, 2015 (Act No.15 of 2015) and Regulations, Treasury Instructions, Stock Control Manual, computer literate and having experience in Integrated Financial Management System (IFMS) and financial management.

**DIRECTORATE: HEALTH INFORMATION & RESEARCH
SECTION GENERAL MANAGEMENT**

Post designation : Senior Administrative Officer Grade 10
1x Post : Windhoek
Salary Scale : N\$ 147 485 – 176 895
Housing Allowance : N\$10 464 p.a.
Transport Allowance : N\$7 680 p.a.

Minimum Requirements: National Diploma in Business Administration/ Public Administration or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus three years' experience as Administrative Officer Grade 12.

NB: Only shortlisted candidates will be contacted. All supporting documents must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by English transcripts and Namibia Qualifications Authority (NQA) evaluation. Failure to attach all the required documents, including confirmation of probation letters in case of Namibians, will automatically disqualify the application.

APPLICATIONS (ON FORM 156043 OBTAINABLE AT ALL GOVERNMENT OFFICES) MUST BE SUBMITTED TO THE FOLLOWING ADDRESS:

**HUMAN RESOURCE MANAGEMENT OFFICE, NATIONAL LEVEL
MINISTRY OF HEALTH AND SOCIAL SERVICES
PRIVATE BAG 13198
WINDHOEK**

Enquiries: Ms P. Ochurus, **Tel.** 061-203 2211/2150

**DIRECTORATE: HARDAP REGION
DIVISION: REHABILITATION AND SOCIAL WELFARE SERVICES
SUBDIVISION: PHARMACEUTICAL SERVICES**

Post Designation	:	Senior Pharmacist Grade 6
1 X Post	:	Regional Office Mariental
Scale Salary	:	N\$328 139 - 392 158
Housing Allowance	:	N\$13 080 per annum
Fixed Overtime	:	N\$175 572 per annum
Transport Allowance	:	N\$7 680 per annum

Minimum Requirements: Registration as a Pharmacist with Health Professional Council of Namibia (HPCNA) plus years' appropriate experience as a Pharmacist.

Public Servants must have completed their probation successfully and confirmation of probation letters should accompany applications.

Enquiries: MR. F. KEISTER, MS. M. JULIUS, MRS. C. MAFWILA Tel 063-245 544/32/46

No faxed or emailed applications will be considered.

PREFERENCE WILL BE GIVEN TO NAMIBIAN CITIZENS AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

NB: Only shortlisted candidates will be contacted. All supporting documents must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by English transcripts and Namibia Qualifications Authority (NQA) evaluation. Failure to attach all the required documents, including confirmation of probation letters in case of Namibians, will automatically disqualify the application.

APPLICATIONS (ON FORM 156043 OBTAINABLE AT ALL GOVERNMENT OFFICES) MUST BE SUBMITTED TO THE FOLLOWING ADDRESS:

**The Regional Director
Hardap Region
P.O.BOX 238
Mariental**

**DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: HUMAN RESOURCE MANAGEMENT**

Post Designation : Human Resource Practitioner Grade 7
1x Post : Windhoek
Salary scale : N\$ N\$ 269 189 – N\$ 321 707

Minimum Requirements: A National Diploma Majoring in Human Resource on NQL 6 PLUS Three (3) years' Experience as Human Resource Practitioner Grade 8 in HR matters, specific extensive knowledge in Recruitment, Industrial Relations, Performance Management and HR data and Reports.

ADDITIONAL REQUIREMENTS: Must have computer skills in Excel and Power Point. Sound knowledge in Labor Relations and Grievance Procedures will be added advantage.

Enquiries: Ms R R Podeweltz Tel: 061 203 3071

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZED SERVICES
SUBSECTION: MENTAL HEALTH SERVICES

Post Designation : Registered Nurse Grade 7
1xPost : Windhoek
Salary scale : N\$ N\$ 269 189 – N\$ 321 707

Minimum Requirements: Registration as a general Nurse and Midwife with the Professional Health Council of Namibia , relevant diploma/degree and post basic training in health service management plus at least five (5) years appropriate working experience in Mental Health Care, Critical Care or clinical support (management) services.

ADDITIONAL REQUIREMENTS: A Post-basic Degree (or equivalent) in Health Service Management or Education or any relevant basic qualification shall be an added advantage.

Enquiries: Mr. P. Shilunga Tel: 061 203 3022

NB! Only shortlisted candidates will be contacted and no personal documents will be returned. All supporting documents (ID, Qualifications and references) must be originally certified by the Namibian Police Supporting documents. All foreign obtained qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment, health questionnaire and not attaching all the required documents will automatically disqualify the application.

CANDIDACY IS LIMITED TO NAMIBIAN CITIZENS AND PERSONS FROM DESIGNATED GROUPS WHO MEET ADVERTISED REQUIREMENTS ARE ENCOURAGED TO APPL

DIRECTORATE: OSHANA REGION

DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH

Post Designation	:	Environmental Health Practitioner Grade 7
1xPost	:	Oshakati
Salary scale	:	N\$ N\$ 269 189 – N\$ 321 707
Transport Allowance	:	N\$7 680 per annum
Housing Allowance	:	N\$13 080 per annum

Minimum requirements: Registration as Environmental Health Practitioner

Additional requirements: An appropriate B - Degree or equivalent qualification on NQF Level 7 in Environmental Health Sciences with 4 years of experience. Preference will be given to candidates who's probation period confirmed.

Enquiries: Ms. Serafina N. Mhinge/ Ms. Kristofina Shingo, Tel: 065 - 2233153

Address:

**The Regional Director
Oshana Region
Private Bag 5538,
Oshakati**

Or Hand Delivery:

**Human Resource Office
Oshakati
Oshana Region**

MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION

DIRECTORATE: ADMINISTRATION DIVISION: HUMAN RESOURCE DEVELOPMENT

Post designation	:	Chief Learning and Development Officer Grade6
1xPost	:	Windhoek
Salary Scale	:	N\$ 328 139xP - 392 158
Housing allowance	:	N\$ 13080 per annum
Transport allowance	:	N\$ 7176 per annum

Minimum requirement: An appropriate B-Degree (or equivalent qualification) on NQF L 6 in HR development/HR Management plus six (6) years appropriate experience.

Additional requirement: A comprehensive understanding of Performance Management System (Strategic and planning formulation) would be an added advantage.

Enquiries: Mr Joseph Kaveto Tel: 06-2822380/ Ms Lelainie Markgraaff Tel: 061-2822011

Completed Public Service of Namibia application for Employment form No. 156043 together with the Health questionnaire form No. 156094 (obtainable from any Government Office/Ministry/Agency with original certified copies of proof of citizenship must be addressed to:

**Deputy Executive Director
MIRCO
Private Bag 13347
Windhoek**

Or Hand delivered at:

**Human Resource Division
MIRCO
Office No. 304, East wing**

MINISTRY OF WORKS AND TRANSPORT
DEPARTMENT OF ADMINISTRATION AND CENTRALISED SUPPORT SERVICES
DIRECTORATE ADMINISTRATION
DIVISION FINANCE

Post Designation : Chief Accountant Grade 6
1 x Post : Windhoek
Salary Scale : N\$ 376 929 – 416 161

Minimum Requirement: An appropriate Diploma at NQF L6 majoring in Accounting plus (six) 6 years appropriate experience.

Enquiries: Mr. Chris Mungandjela, Tel: 061-208 8310/Mrs. Poinsettia Beukes: 061 - 2088100

Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Applications (on form 156043 and health questionnaire form 156094) obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications. All foreign qualifications must be submitted together with evaluation letter by NQA. Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the application. **Applications must be accompanied by confirmation of probation letter and covering letter from their O/M/A's Human Resource Office** and must be submitted to the following address:

The Executive Director
Ministry of Works and Transport
Private Bag 13341
Ausspannplatz
Windhoek

Or Hand deliver at:

The Human Resource office
Ministry of Works
Registry office, Room 101, 1st floor
Ausspannplatz
Windhoek

Note!!!!!! Only shortlisted candidates will be conducted and documents will not be returned.

OSHANA REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION SUBDIVISION: AUXILIARY SERVICES

Post designation	:	Chief Administrative Officer Grade 8
1xPost	:	Oshakati
Salary Scale	:	N\$ 220 828 – 263 911
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7680 per annum

Minimum requirements: National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience.

SUPPLEMENTARY REQUIREMENTS: Candidate should have five (5) years appropriate experiences on procurement process, stock control and fleet management. Knowledge of Performance Management System will serve as an added advantage. Preferences will be given to candidates with Degree or Honours Degrees in Public Administration / Management, Business Administration, Human Resource Management or Economics.

Main Duties:

- Procure and maintain Council supplies and required stock
- Implement Asset Maintenance Plan
- Ensure that Procurement and Stock Control Procedures are adhered to
- Coordinate compilation of monthly, quarterly and annual reports for all sections under him/her.
- Supervise and direct administrative functions in all sections in the Subdivision Auxiliary Services.

Enquiries: Mr Simeon S. Martin or Liina Uusiku @ 065 2288200

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

Post designation	:	Senior Administrative Officer Grade 10
3xPosts	:	Ongwediva, Ompundja & Uuvudhiya
Salary Scale	:	N\$ 147 485 – 176 895
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7680 per annum
Remoteness Allowance	:	N\$1 750 pm (Ompundja & Uuvudhiya) and N\$ 750 pm (Ongwediva)

Minimum requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience or Grade 12 Certificate (NQF Level 3) plus 3 year appropriate experience.

SUPPLEMENTARY REQUIREMENTS: Candidate should have five (5) years appropriate experiences. Knowledge on stock taking, procurement and fleet management will serve as an added advantage. Preferences will be given to candidates with an appropriate National Diploma and computer literature (Microsoft Excel).

Main Duties:

- Responsible for administrative works – recording and proper filing of documents
- Identifying training needs of subordinate.
- Organize community meetings on the request of control Administrative Officer.
- Assist with procurement at Constituency Office.
- Updating Constituency office inventory registers.

Enquiries: Mr Simeon S. Martin or Liina Uusiku @ 065 2288200

Application to be forwarded to:

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