



REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER

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Ref.: **13/18/5**

Enquiries: Mr Samuel //Guruseb

E-mail: Samuel.Guruseb@opm.gov.na

Department Public Service Management

BPI House, Independence Avenue

PO Box 1117

WINDHOEK

20 MAY 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. C 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 if the situation so dictates (*vide* PSSR BVII/IX on secondment)

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

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

(d) General

Candidates as well as Offices/Ministries/Agencies are advised to take cognizance of the provisions of PSSR B.II/II, especially paragraphs 2.6, 2.7 and 2.8 of the said chapter.

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

6. CLOSING DATE: 19 JUNE 2020

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

NATIONAL ASSEMBLY

NATIONAL ASSEMBLY SECRETARIAT DEPARTMENT: PARLIAMENTARY SERVICES

Post designation	:	Deputy Secretary Grade 2
1xPost	:	Windhoek
Salary	:	N\$555,080 – 589,055 per annum
Motor Vehicle Allowance	:	
(a) Capital Costs	:	N\$107,722 per annum
(b) Running Costs	:	N\$30,566 per annum
Housing Allowance	:	N\$97,282 per annum

Minimum requirement: A B Degree at NQF Level 7 plus 9 years appropriate experience.

This job category includes personnel involved with the determination and execution of policy, organisation, financing, personnel provisioning and utilisation; the determination of procedures and control as well as the making of decisions and liaising of certain functional activities.

This level includes personnel involved with the strategic management of general as well as occupationally or professionally or technically related organisational components.

Required Personal attributes: Good Presentation skills, be able to work long hours including weekends and under pressure, be bright, attentive and pleasant, must be highly organized and detail oriented, be a Namibian citizen

Functions and Duties

- Ensure timely presentation of the Organisational strategic plans, sectoral strategic plan and annual plans;
- Organisational Financial Management;
- Management of Support Services;
- Human Resource Management (HRM) and Coordination with Office of the Prime minister (OPM);
- Management of Organisational Assets;
- Management of Gender Mainstreaming, Employee Wellness, HIV & AIDS for the National Assembly;
- Oversee the effective utilization of government vehicles
- Management of the Organisational Information, Communication and Technology (ICT);
- Public Service Reforms Coordination;
- Development of Policies and creation of Legal framework (Policy and Planning);
- Management of Organisational Capital Projects;
- Management of Regional and International Parliamentary Cooperation;
- Assist in the allocation of Resources and control expenditure of funds on both recurrent and development accounts
- Liaising with other Institutions Locally, Regionally and internationally whose activities are relevant to the functions of the Directorate and the attainment of the objectives of the Directorate;
- Carry out any other work related duties as requested from time to time by the Secretary of the National Assembly, the Deputy Speaker and the Speaker of the National Assembly.

DIRECTORATE: GENERAL SERVICES

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

Minimum requirements: A B Degree at NQF Level 7 plus 9 years approximate appropriate.

Functions and Duties:

- To formulate, implement and review the overall policy of the Directorate;
- To be accountable to the Deputy Secretary for the activities of the directorate;
- Evaluate, review and restructure the overall management and accounting mechanisms within the directorate;
- Represent the directorate at senior management level and to execute decisions mechanisms taken at that level;
- To execute policies and activities which are set down by the Deputy Secretary;
- To execute management responsibility over the Human Resources, Finance and Auxiliary service subdivisions
- Oversee the finally check the drafting of the annual budget for the National Assembly;
- Manage, direct and control the work of the Deputy Director in respect of such financial matters delegated to him/her;
- Regularly assess and re-evaluate the implementation of internal policies and practices in respect of financial matters;
- Establish internal evaluation procedure in respect of financial matters relating to the National Assembly;
- Responsible for the preparation and execution of budget for the National Assembly.
- Responsible for the deployment of the staff of the Directorate
- Ensure timely and accurate payment of all accounts
- Be in contact with Members of Parliament on matters relevant to them;
- Ensure confidentiality in respect of matters pertaining to Members of Parliament;
- Identify training needs for staff in the directorate;
- Accountable for the administration of the directorate in respect of Human Resources, Finance and Auxiliary service matters;
- Ensure the successful implementation of the capital projects;
- Carry out any other work related duties as required from time to time by the Secretary of the National Assembly.
- Serve as a financial advisor of the National Assembly

Enquiries: Ms. Lydia T. Kandetu, Tel 2889111 x 2503 / HR Practitioners at Tel 2889111 x /2606/2659/2514

Please take note of the following additional compulsory requirements for these positions:

- All foreign qualifications submitted for the above post must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Failure to attach the NQA evaluation will lead to automatic disqualification of the application.
- Applicants should submit their application forms via their respective Human Resources Offices, under cover of the prescribed form ZO/352 (1). No application will be considered without that cover.
- Application forms for employment must be completed in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.
- Only shortlisted candidates will be contacted and no personal documents will be returned.

National Assembly is an equal opportunity employer. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply.** Application forms for employment (form 15603 & 15604), comprehensive curriculum vitae, original certified copies of academic qualifications and all necessary documents should be addressed to:

**The Secretary of the National Assembly
Private Bag 13323
WINDHOEK**

Attention: Human Resources Office

MANAGEMENT CADRE

MINISTRY OF FINANCE

DIRECTORATE: ADMINISTRATION DIVISION: HUMAN RESOURCE, TRAINING AND DEVELOPMENT

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

Requirements: A B-degree at NQF Level 7 plus 9 (nine) years appropriate experience.

Job description:

Reporting to the Director: Administration, he/she is the principle advisor on HR issues and will be responsible for the following:

- Coordinate the implementation of the Performance Management System in the Ministry.
- Liaising and consulting with the OPM, PSC, Government Attorney and Attorney General on human resource related matters.
- Advising the Management of the Ministry on human resource matters.
- Responsible for consultation, collective bargaining and negotiations with Trade Unions.
- Rendering services regarding industrial relations and other HR statistics.
- Chair the Training Committee (TC).
- Advise the Executive Director on delegations of powers, duties and functions on human resource related matters.
- Training and evaluation of the performance of subordinates.
- Any other work-related duties assigned by supervisor or the Executive Director.

NB: Recommended candidates will be subjected to the vetting process.

Only short-listed candidates will be notified, and no documents will be returned.

Enquiries: Ms. Ailly Titus, Director: Administration, Tel: (061) 209 2517

DIRECTORATE EXPENDITURE AND FINANCIAL MANAGEMENT DIVISION: FINANCIAL DIRECTIVES

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

Requirements: An appropriate B-degree at NQF Level 7 plus 9 (nine) years appropriate experience.

Job description

Assist the Director of Expenditure and Financial Management on the overall management of the Division in the administration of State Finance Act and the Treasury Instructions

Specific Duties:

- Responsible for the drafting of Financial Directives to O/M/As
- Assist the Director in the Management of Treasury Accounts opened at Commercial Banks
- Responsible for the expenditure Analysis and Transfer of foreign payments and all local payments above a certain threshold
- Responsible for effective Administration of performance of the Division
- Perform any other work-related duties assigned by supervisor or the Executive Director.

NB: Recommended candidates will be subjected to the vetting process.
Only short-listed candidates will be notified, and no documents will be returned.

Enquiries: Ms. Albertina t. Nankela' Acting Deputy Executive Director, State Account Department, Tel (061) 209 2912

**DIRECTORATE: ADMINISTRATION
DIVISION: FINANCIAL SERVICES**

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

Requirements: An Appropriate B-degree at NQF Level 7 plus 9 (nine) years appropriate experience.

Job description

- Reporting to the Director: Administration, and will be responsible for the following:
- Supervision over the functions of the Financial Services, which consist of the Salary Office, the Subsistence and Travelling Office, the Creditors Office, the Suspense Account Office and the Cashier Office.
- In consultation with heads of Directorates, draw up the annual budget and revised estimate budget for the Ministry of Finance
- Execute cash flow management for Vote 09: Finance, by way of monthly TAW and FDC's
- Ensure the correctness of the annual appropriation account as well as other financial accounts and statements as required by the Auditor-General. Attend to all financial and general audit inquiries.
- Advise the Procurement Committee on the availability of funds and budgeted activities and represent the Ministry of Finance in the procurement Committee
- Check and control over the handling of state money at various offices within the Main Division.
- In consultation with the Implementation Team, facilitates the implementation of the Performance Management System in the Division Financial Services. Monitor and evaluate the performance of Division Financial Services, identify competencies gaps for subordinates and recommend interventions for improved service delivery.
- Report any overspending or unauthorized expenditure to the Accounting Officer
- Ensure that proper internal financial supervision and control systems are employed in the Ministry

- Serve as the Financial Advisor for the Ministry of Finance as prescribed in Treasury Instruction BC 0000
- Any other work-related duties assigned by supervisor or the Executive Director.

NB: Recommended candidates will be subjected to the vetting process.
Only short-listed candidates will be notified, and no documents will be returned.

Enquiries: Ms. Ailly Titus, Director: Administration, Tel: (061) 209 2517

Address:

**Executive Director
Ministry of Finance
Private Bag 13259
WINDHOEK**

MANAGEMENT CADRE

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: PRIMARY HEALTH CARE SERVICES DIVISION: DISABILITY, PREVENTION & REHABILITATION

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Scale of Salary	:	N\$ 478,220 – 502,753
Motor Vehicle Allowance	:	
Capital Costs	:	N\$ 76,950 per annum
Running Costs	:	N\$ 25,751 per annum
Total Allowance	:	N\$ 102,701
Housing Allowance	:	N\$ 68,188 per annum

Minimum requirement: An appropriate B-Degree or Equivalent qualification on NQF Level 7 plus nine (9) years appropriate experience.

Additional Requirements: Registration with relevant Health Professional Council of Namibia plus appropriate experience in planning and operationalization of Occupational Health, Nursing, Ophthalmology, Physiotherapy or Orthopedic Technical Science Discipline. Post-graduate degree in the related field and computer literacy with sound knowledge of Microsoft office programs

Key Performance Areas:

Oversee the overall functions of Disability Prevention and rehabilitation programs - Mental Health; Blindness and visual impairment prevention and rehabilitation; Deafness and hearing impairment prevention and rehabilitation; Orthopedic Technical Services; Occupational and Physiotherapy services; facility and community-based orthopaedic and rehabilitation programs including:

- Develop strategic and annual plans and compile progress reports of
- Coordinate the formulation of policies, guidelines and protocols and disseminate to regions.
- Plan and facilitate Surveillance needs assessment and operational research.
- Coordinate the identification of strategies for corrective intervention measures.
- Coordinate the development of information, education and communication (IEC) materials
- Strengthen the institutional linkages for inter-sectoral collaboration and coordination
- Carries out any lawful and reasonable duties as assigned by reporting line

DIRECTORATE: PRIMARY HEALTH CARE SERVICES DIVISION: FAMILY HEALTH

Post Designation	:	Deputy Director Grade 4 (Re-advertisement)
1x Post	:	Windhoek
Scale of Salary	:	N\$ 478,220 – 502,753
Motor Vehicle Allowance	:	
Capital Costs	:	N\$ 76,950 per annum
Running Costs	:	N\$ 25,751 per annum
Total Allowance	:	N\$ 102,701
Housing Allowance	:	N\$ 68,188 per annum

Minimum requirement: An appropriate B-Degree or Equivalent qualification on NQF Level 7 plus nine (9) years appropriate experience.

Additional Requirements: Registration as a Registered Nurse with Health Professional Council of Namibia. Appropriate experience in planning, implementation and monitoring of Reproductive, Maternal, Neonatal, Child health and non-communicable diseases and conditions. A post-graduate degree in Public Health and computer literacy with sound knowledge of Microsoft office programs.

Key Performance Areas:

Oversee the overall functions of Reproductive, Maternal, Neonatal, Child, Adolescent Health, Nutrition, Community-based health care, non-communicable diseases and Oral and Dental health programs including:

- Develop strategic and annual plans and compile progress reports of
- Coordinate the formulation of policies, guidelines and protocols and disseminate to regions.
- Plan and facilitate Surveillance needs assessment and operational research.
- Coordinate the identification of strategies for corrective intervention measures.
- Coordinate the development of information, education and communication (IEC) materials
- Strengthen the institutional linkages for inter-sectoral collaboration and coordination
- Carries out any lawful and reasonable duties as assigned by reporting line

Address:

**The Executive Director
Ministry of Health and Social Services
Private Bag 13198
WINDHOEK**

MANAGEMENT CADRE

MINISTRY OF LAND REFORM

DIRECTORATE: PLANNING, RESEARCH, TRAINING & INFORMATION SERVICES

Post Designation	:	Director Grade 3
1xPost	:	Windhoek
Salary Scale	:	N\$ 512,809 – N\$ 544,196
Housing allowance	:	N\$ 81,558 per annum
Motor Vehicle allowance	:	N\$1 14,475 per annum

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

Main duties:

- Coordinate overall administrative/ operational functions of the directorate;
- Planning and formulation of goals & annual activities;
- Conducting and coordinating action based research and socio-economic surveys for the land reform programmes implemented by the sub-sector;
- Coordinate the formulation of the Ministerial development budget;
- Manage the performance management system and other Government reform initiatives;
- Coordinate liaison services and stakeholders engagement;
- Producing the Ministerial newsletter and the annual report;
- Manage annual communication plan;
- Manage organizational development/planning, leadership development and succession planning;
- Ensure appropriate staffing;
- Conducts needs assessment and facilitate training of beneficiaries in the resettlement project;
- Developing and maintaining a comprehensive database on land reform and resettlement activities;
- Conducting feasibility studies to investigate possibilities for development projects;
- Supporting other directorates in development of programmes/projects including mobilization of funding;
- Analyse policies and facilitate implementation thereof;
- Providing inputs into the Directorate's budget and exercise control over applicable sections of the budget;
- Attending irregular research, training and planning seminars and provide feedback to Management Team;
- Perform other duties as may assigned by the Executive Director and the Office of the Minister from time to time;

NB: All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority. Applications must be completed on form 156043, which is obtainable at any Government office, with certified copies of qualifications, identity documents and a comprehensive CV attached to it. Incomplete applications shall not be considered. Women and people with disabilities are encouraged to apply.

NB: Kindly note that applicants for the above-positions will go through a security clearance. Candidates may be required to go through the psychometric test.

Enquiries: Ms Njahi Mushe, Telephone: 061-2965328

Applications must be forwarded to:

**The Executive Director
Ministry of Land Reform
Private Bag 13343
WINDHOEK**

MANAGEMENT CADRE
KUNENE REGIONAL COUNCIL

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES
DIVISION: PLANNING AND DEVELOPMENT

Post Designation	:	Deputy Director Grade 4
1xPost	:	Opuwo
Salary Scale	:	N\$ 478,220 – 502,753
Motor Vehicle allowance	:	N\$ 102,701
Capital costs	:	N\$ 76,950 per annum
Running costs	:	N\$ 25,751 per annum
Housing Benefit	:	N\$ 68,188 per annum

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

Additional requirements:

Preference will be given to applicants with recognized qualifications and working experience in any one of the following fields: Urban Planning, Development and Management, and Regional Planning, Development and Management, physical and spatial planning development and management, and project planning and management.

Job Description

This position and the incumbent:

Reports to and is accountable to the Director: Planning and Development Services on the efficient and effective management and operation of the Division; and

- Is specifically responsible for ensuring overall strategic leadership, guidance, management and coordination over the operations and programmes of the Division;
- Preparation, formulation, implementation, appraisal and maintenance of national and/or regional sectoral development plans, programmes and projects;
- Appraising of developmental challenges, needs and opportunities;
- Implementing of guidelines for regional planning and development; feasibility studies, project appraisals and setting of project priorities;
- Conducting studies to identify characteristics, trends, constraints and development potential within sectors;
- Monitoring and evaluation of regional development projects and programmes and ensuring alignment thereof with national and sectoral development goals, plans, programmes and projects;
- Establishment and maintenance of a reliable and functional database on development planning issues and projects; and
- Coordination of development programmes and assistance within the region and ensure alignment to national development objectives and priorities; and
- Facilitating of support towards rural communal regional sector service delivery.

MAIN DUTIES:

- Coordinate the planning process and consult the Regional Development Coordinating Committee and other development partners in respect of development planning and priorities;

- Ensure supervision, communication, coordination, formulation of regional policies and create awareness of policies, programmes and procedures impacting on regional development planning, and decentralization amongst line ministries;
- Compile, control and implement the Division's budget (operational and capital);
- Coordinate statistical activities in the Region and with the Namibia Statistics Agency thereon;
- Develop an Operational Plan of the Division and oversee its implementation to all Directors;
- Participate in the decentralization awareness raising campaign and ensure the implementation of the Decentralization Action Plan (DAP);
- Provide advice to the Director/CRO on matters pertaining to planning and development in the region;
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic and annual work plans;
- Coordinate the establishment of procedures for planning, public participation, controlling, monitoring and progress reporting of activities/work programmes in the Directorate;
- Coordinate the work and effective operation of the Regional Development Coordinating Committee and Regional Aids Coordinating Committee Secretariats;
- Oversee the integration of infrastructure development needs into a Regional Infrastructure Plan;
- Supervise, control and coordinate the implementation of Regional Councils decisions and programmes;
- Ensure that the staff needs assessment and review of institutional capacity building is undertaken for the Division;
- Ensure the effective implementation of the staff performance management system (PMS);
- Assess and determine staffing needs of the Division;
- Coordinate advice and oversee the implementation of national policies on rural services, housing, land, conservation and community development; and
- Coordinate periodic (monthly, quarterly and annually) assessments, updates and reviews of regional development management plans and programmes.
- Perform any other duties or tasks assigned to him/her by the superiors.

Areas of competency and personal attributes:

- Self-driven
- Tested leadership and team building skills;
- Analytical and critical thinking
- Good communication (oral and written) skills and computer literacy; and
- Knowledge of research methodologies

Enquiries: Ms. Kauna Haimbodi, Deputy Director: Human Resources Management, Tel (065) 273 950

NOTES TO CANDIDATES:

Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**

The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed and together with a comprehensive Curriculum Vitae and

certified copies of educational qualifications and identity document(s) must be submitted to:

**The Deputy Director: Human Resources Management
Kunene Regional Council
Private Bag 502
Opuwo**

OR

Hand delivers to:

**Kunene Regional Council
Division: Human Resources Management
M. Muharukua Street
Opuwo**

Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.

Faxed applications will not be considered.

Only shortlisted candidates will be contacted and no documents will be returned.

ZAMBEZI REGIONAL COUNCIL

DIRECTORATE: REGIONAL DEVELOPMENT INTERGRATION

DIVISION: RURAL SERVICES

Post designation	:	Deputy Director Grade 4
1xPost	:	Katima Mulilo
Scale of salary	:	N\$ 478,220 - N\$ 502,753
Housing Allowance	:	N\$ 68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum

Minimum requirements: A Bachelors Degree (or equivalent qualification) in Development Planning or appropriate field at NQF Level 7 plus 9 years appropriate experience.

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13th cheque in the birth month, optional membership to a generous medical medical aid scheme is available and various leave benefits under certain conditions.

Summary of duties:

- The staff member will be responsible to provide technical support and facilitate financial assistance to rural Small and Medium Enterprises to stimulate rural industrialization;
- identification of staff training needs, assist in the formulation, implementation, Monitoring & Evaluation of the strategic plan;
- coordinate and ensure the implementation of rural project proposals with relevant stakeholders;
- coordinate other rural-based projects implemented by different stakeholders such as donors, other ministries and NGOs;
- continuously monitor and evaluate implemented rural community projects, promote food security and nutrition programs in rural communities;
- coordinate and ensure the implementation of projects for sustainable management and utilization of natural resources in the region, oversee the activities of Rural Development Committees (RDC) in the region;
- participate in establishing and amending national policy regarding rural services, advice the Regional Council on policy matters related to Lands, Housing, Resettlement, Rural Water Supply; Sanitation and Environment, Forestry and Conservation;
- Responsible for the development and implementation of the management plan for rural services e.g. electricity, water, road infrastructure etc, interpret and implement national policies and guide the division and advice the Directorate;
- Periodically assess progress and update and review plans where necessary, present monthly, quarterly and annual divisional reports to the Director: Planning and Development Services;
- Coordinate and implement the relevant decentralized functions, coordinate the delegated functions Lands and Resettlement, Rural Water Supply, Forestry, Conservation, Housing and Agricultural activities, ensure the implementation of Regional Council decisions on rural development programs. (e.g. Cash-Food –for-Work, Micro-finance and food security), determine staffing needs for the division, set performance standards for the division, coordinate capacity building measures within the Division and at community level;
- prepare and present the divisional budget;
- mobilize resources for rural development programmes; and
- Design and implement cost recovery and subsidy system for community based services, oversee activities of Rural Development Centres;

Competency requirements:

The incumbent must be knowledgeable (familiar) with the Namibian Constitution; Project Management; Strategic Planning; Traditional Authorities Act 2000, (Act 25 of 2000); Communal Land Reform Act, (Act 5 of 2002); Agriculture (Commercial) Land Reform Act, 1995 (Act 6 of 1995); Natural Resource Act; Procurement Act, 2015; Vision 2030; Environmental Assessment Act, 2007 (Act 7 of 2007); Water Resource Management Act, 2004 (Act 24 of 2004); Water Supply and sanitation Policy; Decentralization Policy; Decentralization Enabling Act, 2000 (Act 33 of 2000); NDP National Housing Development Act, 2000 (Act 28 of 2000); Public Service Act, 1980 (Act 2 of 1980) as amended; Public Service Act, 1995 (Act 13 of 1995); Labour Act, 2007 (Act 11 of 2007); State Finance Act, 1991 (Act 31 of 1991); Treasury Instructions and Personnel Code of conduct.

The incumbent must have the following skills:

Results-oriented Manager, Strong inter-personal skills, An analytical and logical thinker, Motivating skills, Leadership skills, Computer skills, Proficiency in Windows, Microsoft Office tools (MS Word, MS Excel, MS Access, MS PowerPoint and Electronic resources (Internet, E-mail.) Working knowledge of MS Project and CADD would be an asset, Presentation skills and Negotiation skills

Enquiries: Mr B.M Walubita, Director: Planning, Monitoring and Evaluation, Tel: 066-261728

NB: Note must be taken that:

An application should be made (on form 156043) obtained at all Government offices together with a comprehensive curriculum vitae and certified copies of educational qualifications, and academic transcripts and a letter of confirmation of probation.

Prospective applicants who do not meet the prescribed minimum qualification requirements as outlined above are advised not to apply. Only candidates who meet the prescribed qualification requirements will be considered for possible shortlisting.

Foreign qualifications should be accompanied by NQA evaluation report and be attached to the application form for employment. Failure to complete all items on the application form for employment and not attaching the necessary documents will lead to the disqualification of the application. Women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.

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

All applications on (form 156043) should be addressed to:

**The Chief Regional Officer
Zambezi Regional Council
Private Bag 5002
Katima Mulilo**

NATIONAL ASSEMBLY

DIVISION: RESEARCH, PUBLICATION AND EDITORIAL SERVICES

Post designation	:	Senior Information Officer Grade 7
1xPost	:	Windhoek
Salary	:	N\$269,189– 321,707
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum requirement: An appropriate B-degree on NQF Level 7 plus 3 years appropriate experience.

Additional Requirements: The incumbent should have good interpersonal skills, good report writing skills, Excellent English writing skills, verbal expression, an ardent reader and computer literacy, skills in web content management and ability to work independently.

Functions and Duties

- Carry out research on specific topics for the Parliamentary Newsletter;
- Carry out research (primary/secondary) for ad hoc publications;
- Carry out research on topics as may be required by the Members of Parliament;
- Take minutes at divisional meetings;
- Assist with the planning of the division's activities toward major Parliamentary events such as Official Opening of Parliament;
- Assist organizing the division's outreach programs such as the Shows and Trade Fairs;
- Responsible for the distribution of Parliamentary publications;
- Carry out secretariat duties for the Editorial Committee meetings in consultation with the Chief Information Officer;
- Collects relevant information what would help improve writing skills and presentation of research;
- Responsible for taking pictures of events taking place at Parliament;
- Assist with protocol duties during important events at Parliament;
- Assist in editing Parliamentary Publications;
- Drafting correspondences and submissions for the Division;
- Carry out any other work related duties as assigned by the supervisor

Enquiries: Mr. Vincent Sinalumbu Tel 288 9111 x 2603/ HR Practitioners at Tel: 2889111 x /2606/2659/2514

Please take note of the following additional compulsory requirements for these positions:

- All foreign qualifications submitted for the above post must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Failure to attach the NQA evaluation will lead to automatic disqualification of the application.
- Applicants should submit their application forms via their respective Human Resources Offices, under cover of the prescribed form ZO/352 (1). No application will be considered without that cover.
- Application forms for employment must be completed in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.
- Only shortlisted candidates will be contacted and no personal documents will be returned.

National Assembly is an equal opportunity employer. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply.** Application forms for employment (form 15603 & 15604), comprehensive curriculum vitae, original certified copies of academic qualifications and all necessary documents should be addressed to:

The Secretary of the National Assembly

Private Bag 13323
WINDHOEK

Attention: Human Resources Office

MINISTRY AGRICULTURE, WATER AND FORESTRY

DIRECTORATE OF WATER RESOURCE MANAGEMENT

DIVISION: HYDROLOGY

SUB-DIVISION: INVESTIGATIONS AND FLOOD MANAGEMENT

Post Designation	:	Senior Hydrologist Grade 6
Duty Station	:	Windhoek
Scale of salary	:	N\$328,139 – 392,158
Housing allowance	:	N\$13,080 per annum
Transport allowance	:	N\$7,680 per annum

Minimum Requirements: A BSc Honors [NQF L8] or equivalent qualification in Hydrology, Water Resources Management and/or related field of study such as Geography, Environmental and Natural Resources, Physical Sciences, Mathematics, Civil Engineering or Computer Science plus at least three (3) years professional experience related to Namibian conditions in one or more of the following fields, namely Integrated Water Resource Management, Arid zone hydrology; surface water resources planning and assessment, civil engineering, environmental assessments, water supply, computations, compilations and analysis of a variety of hydrological observations and socio economic aspects of water.

Recommendation:

- Knowledge of policies in water sector, in particular related to new Water Act applied to surface water abstractions and impoundments and to water basin management
- Sound working knowledge of the principles of surface water hydrology and the ability to perform moderately difficult and responsible scientific work
- Familiarity with all regions and their physical and socio-economic conditions in Namibia
- Experience in GIS, Remote Sensing and surface water resource modeling applications and ICT applications.
- Good supervision, decision-making, planning, organizing, management in terms of financial and human resources including a good command of Public Services Staff Rules.
- Excellent communication and negotiation skills in English, both oral and written
- Namibian citizenship
- A Code B, Driver's license

Responsibilities:

- Responsibility at operational/advance operational level for Hydrological investigations at international, national, regional and local levels
- Conduct rainfall/runoff modelling, yield studies for specific schemes (dams), Sediment studies
- Conduct Fieldwork for hydrological investigations
- Responsibility at operational/advance operational level for Flood Management/ flood monitoring for early warning and hydrological advice on flood management
- Assist with hydrological data collection

Enquiries: Mr. A. Moses: (061) 208 7258/ Ms. P. Mufeti (061) 208 7191

DIVISION: HYDROLOGY
SUB-DIVISION: HYDROMETRY & DATA COLLECTION,
SECTION: HYDROLOGICAL NETWORK

Post Designation : Senior Technical Assistant Grade 12
1xPost : Windhoek
Scale of salary : N\$99,633 – 119,501

Minimum requirements: A Grade 10 (or Equivalent) Certificate on NQF Level 2 with 3 years working experience in the field of surface water management in Namibia. Good communication skills in English both written and oral. Namibian citizen with a Code 8 driver's license.

Functions and Duties:

- Assist in the investigations of new hydrometric equipment and techniques
- Assist in the collection of hydrological data, and conduct maintenance and service trip of hydrological stations.
- Assist with administrative tasks relating to consultants and contractors engaged through projects.
- Implementation of plans and present data in a well thought, organized, professional and self-motivated manner and work with minimal supervision.
- Assist hydrological team with execution of tasks as requested

Enquiries: Mr. A. Moses: (061) 208 7258/ Ms. P. Mufeti (061) 208 7191

DIRECTORATE OF GENERAL SERVICES
DIVISION: AUXILIARY SERVICES
SUBDIVISION: OFFICE SUPPORT SERVICES

Post Designation : Senior Cleaner Grade 14
2xPosts : Windhoek
Scale of Salary : N\$54,682 – 71,105

Minimum requirements: Three years appropriate experience in cleaning.

Enquiries: Ms D. Hishiko Tel: 061- 208 7057/9

DIRECTORATE OF PLANNING AND BUSINESS DEVELOPMENT
DIVISION: AGRO-TRADE AND BUSINESS DEVELOPMENT
SUBDIVISION: TRADE DEVELOPMENT

Post Designation : Chief Agro-Business Analyst Grade 6
1xPost : Windhoek
Scale of Salary : N\$326,139 – 392,158

Minimum requirements: An appropriate B-degree on NQF L7 in one of the following fields: Statistics, Economics, Agricultural Economics, Business Administration or Management, Accounting and Commerce or International Trade or equivalent qualification PLUS 5 years appropriate working experience in the public sector, private sector, international trade organizations or a trade related research institute.

The incumbent will directly report to the Deputy Director: Agro-Trade and Business Development and will be responsible for planning, organizing, staffing, leading, controlling and coordinating activities for the subdivision. The incumbent is responsible for promoting trade for the Namibian agricultural products and processed agricultural products in the international markets. The incumbent should have sound knowledge on agricultural trade with respect to bilateral, regional and multilateral trading organizations that Namibia is party to as well as a general knowledge of the Namibian and World economies. Computer literacy with competency in Word Processing, Spreadsheets,

PowerPoint and internet is essential. The incumbent will supervise the Senior and Agro-Business Analysts; will travel extensively locally and abroad. The incumbent is expected to have a valid drivers' license or be prepared to obtain such within a reasonable period of time.

Enquiries: Mr. M. Mulunga; Tel: (061) 2087678

**DIRECTORATE OF PLANNING AND BUSINESS DEVELOPMENT
DIVISION: AGRO-TRADE AND BUSINESS DEVELOPMENT
SUBDIVISION: DOMESTIC AGRO INDUSTRY DEVELOPMENT**

Post Designation : Chief Agro-Business Analyst Grade 6
1xPost : Windhoek
Scale of Salary : N\$326,139 – 392,158

Minimum requirements: An appropriate B-degree on NQF L7 in one of the following fields: Statistics, Economics, Agricultural Economics, Business Administration or Management, Accounting and Commerce or International Trade or equivalent qualification PLUS 5 years appropriate working experience in the public sector, private sector, international trade organizations or a trade related research institute.

The incumbent will directly report to the Deputy Director: Agro-Trade and Business Development and will be responsible for planning, organizing, staffing, leading, controlling and coordinating activities for the subdivision. The incumbent is responsible for promoting the development of the domestic market for the Namibian agricultural products and processed agricultural products originating in Namibia. The incumbent should have sound knowledge on the Namibian agricultural market and regional economies. Computer literacy with competency in Word Processing, Spreadsheets, PowerPoint and internet is essential. The incumbent will supervise the Senior and Agro-Business Analysts; will travel extensively locally and abroad. The incumbent is expected to have a valid drivers' license or be prepared to obtain such within a reasonable period of time.

Enquiries: Mr. M. Mulunga; Tel: (061) 2087678

**DIRECTORATE: PLANNING AND BUSINESS DEVELOPMENT
DIVISION: PLANNING AND STATISTICS
SUBDIVISION: STATISTICS AND BUSINESS INFORMATION**

Post Designation : Senior Statistician Grade 7
1xPost : Windhoek
Salary : N\$269,189 – 321,707

Minimum Requirements: An appropriate B. degree on NQF L7 or equivalent qualification, majoring in Statistics. A minimum of three (3) years working experience in the statistics related environment. The Senior Statistician is expected to assist the Chief Statistician in planning and execution of the statistical programs of the subdivision. Candidate will be involved in the coordination of data collection, management and processing as well as modeling. The candidate should have knowledge of the agricultural sector in Namibia and must be prepared to travel in the remote areas of the country. Candidate should have extensive knowledge in the design of surveys, computer skills (Microsoft excel, word, power point, internet), report writing, analytical and good interpersonal skills and should be able to work independently as well as in a team. The Senior Statistician is also expected to assist in routine administration and supervisions of junior staff. Candidate must be in possession of a valid driver's license (code B) or be prepared to obtain the license within a reasonable period of time.

Enquiries: Mr. S. Sanda; Tel: 061 208 7714

DEPARTMENT: WATER AFFAIRS AND FORESTRY
DIRECTORATE: FORESTRY
DIVISION: FOREST AND BOTANICAL RESEARCH
SUBDIVISION: NATIONAL BOTANICAL RESEARCH INSTITUTE (NBRI)
SECTION: NATIONAL BOTANIC GARDEN

Post designation : Senior Forester Grade 6
1xPost : Windhoek
Salary Scale : N\$ 328,139 – 392,158

Minimum requirements: An appropriate 4-year B. or B.Sc. (Hons.) degree at NQF Level 8 with at least 3 years' working experience in management in relation to plant propagation and ex situ plant conservation. A Master's Degree in Horticultural Science, Environmental Science or related field would be an advantage. Experience in botanical fieldwork; a good knowledge of the Namibian flora; project co-ordination; supervision of staff; mentoring and training, experience in environmental education and grant writing is required. A sound background in administration is recommended. Computer proficiency with a working knowledge of MS Excel data management, a valid driving license (Code B / BE) is required.

Overall Responsibilities: The incumbent will be responsible for management of the National Botanic Garden including maintenance and development of the Garden, overseeing of the indigenous live plant collection and nursery, horticultural research, sectional budget control, stock control, supervision, environmental education and awareness creation. This position requires field work in rural areas, and liaison with national and international stakeholders.

Enquiries: Ms Esmeralda Strauss at (061) 2022017 or Esmeralda.strauss@mawf.gov.na

Address:

The Executive Director
Ministry of Agriculture, Water and Forestry
Private Bag 13184
WINDHOEK

MINISTRY OF ENVIRONMENT AND TOURISM

DIRECTORATE: SCIENTIFIC SERVICES DIVISION: WILDLIFE MONITORING AND RESEARCH SUBDIVISION: WILDLIFE RESEARCH UNIT

Post Designation	:	Conservation Scientist Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 220,828 – 263,911
Salary Notch	:	N\$ 220,828
Transport Allowance	:	N\$ 7,680.00
Housing Allowance	:	N\$ 13,080.00

Minimum Requirements: An appropriate Degree on NQF L8 in the following field Wildlife Management, Zoology, Conservation Biology or Ecology or related field.

Additional Requirements:

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

Demonstrated experience in wildlife research especially of wildlife species of high conservation value. Must have passion for conservation and natural resource management. A valid driver's license

Job Description

- Providing scientific input on wildlife research and planning issues
- On the basis of data obtained through research and monitoring, provide MET with scientific advice concerning observed trends in wildlife populations and the status of ecosystems populations and species.
- Conduct and oversee wildlife research programmes, the design of projects and programmes, data analysis, statistical interpretation and the formulation of management recommendations.
- Assist with the development of management plans for areas and species.
- Develop and coordinate research programmes for selected populations, species and ecosystems on a national scale
- Compile reports on research programmes in conjunction with unit and other MET components.
- Improve computerization of monitoring data.
- Provide technical support to Directorate Parks and Wildlife Management concerning regional research and planning programmes
- Contribute towards the development of a regional program of research activities, taking into account priority information needs and management priorities.
- Advice on appropriate design of regional research programmes.
- Provide advice concerning improvements in the computerization of research and monitoring. Communicate results of wildlife research work to the public and scientific community by publishing articles in peer-reviewed journals.
- Collaborate and coordinate with National Commission on Research, Science and Technology (NCRST), National Museum of Namibia (Natural History Section) tertiary training institutes, local and external researchers and interested stakeholders to promote wildlife biodiversity related research

DIRECTORATE OF WILDLIFE AND NATIONAL PARKS

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

Post Designation	:	Conservation Scientist Grade 8
1xPost	:	Okaukuejo, Etosha National Park
Salary Scale	:	N\$ 220,828 – 263,911
Transport Allowance	:	N\$ 7,680.00
Housing Allowance	:	N\$ 13,080.00

Minimum Requirements: An appropriate Degree on NQF L8 in the following field Wildlife Management, Zoology, Conservation Biology or Ecology or related field.

Additional Requirements:

Preference will be given to the candidates who met the following additional requirements: Demonstrated experience in wildlife research especially of wildlife species of high conservation value. Must have passion for conservation and natural resource management. A valid driver's license

Job Description

- Providing scientific input on wildlife research and planning issues
- On the basis of data obtained through research and monitoring, provide MET with scientific advice concerning observed trends in wildlife populations and the status of ecosystems populations and species.
- Conduct and oversee wildlife research programmes, the design of projects and programmes, data analysis, statistical interpretation and the formulation of management recommendations.
- Assist with the development of management plans for areas and species.
- Develop and coordinate research programmes for selected populations, species and ecosystems on a national scale
- Compile reports on research programmes in conjunction with unit and other MET components.
- Improve computerization of monitoring data.
- Provide technical support to Directorate Parks and Wildlife Management concerning regional research and planning programmes
- Contribute towards the development of a regional program of research activities, taking into account priority information needs and management priorities.
- Advice on appropriate design of regional research programmes.
- Provide advice concerning improvements in the computerization of research and monitoring. Communicate results of wildlife research work to the public and scientific community by publishing articles in peer-reviewed journals.
- Collaborate and coordinate with National Commission on Research, Science and Technology (NCRST), National Museum of Namibia (Natural History Section) tertiary training institutes, local and external researchers and interested stakeholders to promote wildlife biodiversity related research.

DIRECTORATE OF SCIENTIFIC SERVICES

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

Post Designation	:	Warden Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$ 180,505 – 216,499
Transport Allowance	:	N\$ 7,680.00

Housing Allowance : N\$ 10,464.00

Minimum Requirements: 3-Year Diploma or appropriate BSc (biology, environmental science, botany, zoology, ecology, wildlife management, conservation, or related fields) or equivalent qualification on NQF L6, and a valid driver's license

Experience:

None required at entry level, but all relevant experience will be advantageous, including experience in aerial survey work, ground-based wildlife monitoring work, and community-based natural resources management as well as management of monitoring data. The applicant must be prepared to undertake aerial survey work in small fixed wing aircrafts, and helicopters, and must be prepared to work under challenging field conditions.

Overall purpose of Job (Full job description is available on request)

The incumbent is required to contribute to the smooth and efficient functioning of the Subdivision Research Unit, with special reference to supporting research projects, administrative processes, and supervision and in service training of staff, stock control and maintaining the security of infrastructure and equipment.

To provide technical and administrative support to researchers and conservation scientists working on approved projects. Such support may include assembling stocks and supplies required for research and monitoring; the setting up and maintenance of experiments, surveys and trials; systematic collection of data and research material; taking scientific observations and measurements; laboratory work such as analysis of samples; the gathering, processing and tabulation of data and the drawing up of reports and the caring for animals in captivity; reporting to immediate supervisor according to a prescribed format where appropriate.

**DIRECTORATE OF SCIENTIFIC SERVICES
DIVISION: WILDLIFE MONITORING AND RESEARCH
SUB-DIVISION: WILDLIFE RESEARCH**

Post Designation : Warden Grade 9
1xPost : Windhoek
Salary Scale : N\$ 180,505 – 216,499
Transport Allowance : N\$ 7,680.00
Housing Allowance : N\$ 10,464.00

Minimum Requirements: 3-Year Diploma or appropriate BSc (biology, environmental science, botany, zoology, ecology, wildlife management, conservation, or related fields) or equivalent qualification on NQF L6, and a valid driver's license

Experience:

None required at entry level, but all relevant experience will be advantageous, including experience in aerial survey work, ground-based wildlife monitoring work, and community-based natural resources management as well as management of monitoring data. The applicant must be prepared to undertake aerial survey work in small fixed wing aircrafts, and helicopters, and must be prepared to work under challenging field conditions.

Overall purpose of Job (Full job description is available on request)

The incumbent is required to contribute to the smooth and efficient functioning of the Subdivision Research Unit, with special reference to supporting research projects,

administrative processes, and supervision and in service training of staff, stock control and maintaining the security of infrastructure and equipment.

To provide technical and administrative support to researchers and conservation scientists working on approved projects. Such support may include assembling stocks and supplies required for research and monitoring; the setting up and maintenance of experiments, surveys and trials; systematic collection of data and research material; taking scientific observations and measurements; laboratory work such as analysis of samples; the gathering, processing and tabulation of data and the drawing up of reports and the caring for animals in captivity; reporting to immediate supervisor according to a prescribed format where appropriate.

DIRECTORATE OF SCIENTIFIC SERVICES
DIVISION: WILDLIFE MONITORING AND RESEARCH
SUB-DIVISION: WILDLIFE RESEARCH

Post Designation	:	Warden Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$ 180,505 – 216,499
Transport Allowance	:	N\$ 7,680.00
Housing Allowance	:	N\$ 10,464.00

Minimum Requirements: 3-Year Diploma or appropriate BSc (biology, environmental science, botany, zoology, ecology, wildlife management, conservation, or related fields) or equivalent qualification on NQF L6 and a valid driver's license

Experience:

None required at entry level, but all relevant experience will be advantageous, including experience in wildlife research and monitoring techniques and data management.

Overall purpose of Job (Full job description is available on request)

The incumbent is required to contribute to the smooth and efficient functioning of the Subdivision Research Unit, with special reference to supporting research projects, administrative processes, and supervision and in service training of staff, stock control and maintaining the security of infrastructure and equipment.

To provide technical and administrative support to researchers and conservation scientists working on approved projects. Such support may include assembling stocks and supplies required for research and monitoring; the setting up and maintenance of experiments, surveys and trials; systematic collection of data and research material; taking scientific observations and measurements; laboratory work such as analysis of samples; the gathering, processing and tabulation of data and the drawing up of reports and the caring for animals in captivity; reporting to immediate supervisor according to a prescribed format where appropriate.

DIRECTORATE OF WILDLIFE AND NATIONAL PARKS
DIVISION: ETOSHA NATIONAL PARK
SUB-DIVISION: ETOSHA ECOLOGICAL INSTITUTE

Post Designation	:	Warden Grade 9
Posts	:	Okaukuejo, Etosha National Park
Salary Scale	:	N\$ 180,505 – 216,499

Minimum Requirements: 3-Year Diploma or appropriate BSc (biology, environmental science, botany, zoology, ecology, wildlife management, conservation, or related fields) or equivalent qualification on NQF L6 and a valid driver's license

Experience:

None required at entry level, but all relevant experience will be advantageous, including experience in wildlife research and monitoring techniques and data management.

Overall purpose of Job (Full job description is available on request)

The incumbent is required to contribute to the smooth and efficient functioning of the Subdivision Etosha Ecological Institute, with special reference to supporting research projects, administrative processes, and supervision and in service training of staff, stock control and maintaining the security of infrastructure and equipment.

To provide technical and administrative support to researchers and conservation scientists working on approved projects. Such support may include assembling stocks and supplies required for research and monitoring; the setting up and maintenance of experiments, surveys and trials; systematic collection of data and research material; taking scientific observations and measurements; laboratory work such as analysis of samples; the gathering, processing and tabulation of data and the drawing up of reports and the caring for animals in captivity; reporting to immediate supervisor according to a prescribed format where appropriate.

Enquiries: Mr. Kenneth HK /Uiseb. Tel: 061-284 2553/ Steven Mentoor Tel: 061 .284 2217

Note: Only people who fulfil the minimum and additional requirements are encouraged to apply.

Applicants must be Namibian citizens. Applications (on form 156043 obtainable at all Government offices) together with Comprehensive Curriculum Vitae and certified copies of educational qualifications must be addressed to:

The Executive Director
Ministry of Environment & Tourism
Private Bag 13306
Windhoek

MINISTRY OF FISHERIES AND MARINE RESOURCES

DIRECTORATE: AQUACULTURE

DIVISION: KAMUTJONGA RESEARCH AND TRAINING CENTRE

SUB-DIVISION: KAMUTJONGA INLAND FISHERIES INSTITUTE

Post designation	:	Senior Fisheries Biologist Grade 6
1xPost	:	Kamutjonga Inland Fisheries Institute
Salary scale	:	N\$ 328,139 XP- N\$ 392,158

Minimum and academic qualification requirements: The candidate must have a recognized 4-year B.Sc. or B.Sc. Hons. Degree or equivalent qualification on NQF Level 8 in one or more of the following fields: Aquaculture, Ichthyology, Fish health, Zoology, Animal Science (nutrition, genetics/breeding), Microbiology or any other related natural sciences that can sustainably advance inland aquaculture production and biodiversity conservation on our inland water bodies and rivers. The incumbent should have sound inland aquaculture production and inland fisheries background with at least 2 years appropriate experience with aquaculture and inland fisheries management (planning, implementing, controlling and evaluating). The candidate must be capable of working in the field and be able to capture and process data as well as write scientific reports.

Probation must be confirmed on Grade 8.

Additional requirements:

The sub-Division Kamutjonga Inland Fisheries Institute under the Division Kamutjonga Research and Training Center is the main research facility for inland fisheries and aquaculture in the Ministry of Fisheries and Marine Resources. The SFB is in charge of managing/supervising inland aquaculture and inland fisheries activities and Fisheries Biologists and Technicians under his/her control as assigned by the Chief Fisheries Biologist. The successful candidate must be capable of working in the field and be able to capture and process data as well as write scientific papers. Disseminate and share research data from both aquaculture and inland fisheries to MFMR management and other relevant stakeholders such as local communities and regional and local authorities in order to contribute to the management and protection of fisheries resources. Plan, coordinate and conduct laboratory and on-site experiments related to aquaculture and inland fisheries. The candidate must have a valid driver license and additional certificates including first aid, boat operator license and experience with boats and maintenance of boats, trailers and nets is recommended.

Enquiries: Dr. Francois Jacobs, Tel 066259931

DIRECTORATE OF OPERATIONS

DIVISION: MONITORING CONTROL AND SURVEILLANCE

SUBDIVISION: MONITORING

Post Designation	:	Control Fisheries Inspector Grade 8
1xPost	:	Walvis Bay
Salary scale	:	N\$ 220,828 x P – 263,911
Transport Allowance	:	N\$ 7,680 per annum
Housing Allowance	:	N\$ 10,464 per annum
Danger Allowance	:	N\$ 3,551.00 per month

Minimum requirements: A grade 12 or equivalent Certificate on NQA L3 plus the passing of the Fisheries Inspector Course (FIC) plus 6 years appropriate experience of which 3 years should be in a position of a chief fisheries inspector Grade 9 in Marine fisheries or Inland fisheries.

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

Primary purpose of the post:

- To supervise staff members in the region in order to enforce Marine and Inland Fisheries Legislation to combating illegal fishing.
- To oversee the implementation of the approved MCS activities schedules.
- Be responsible of day to day administration and management of the office.
- Report to the Chief Control Fisheries Inspector all related work matters promptly.
- Submit weekly, monthly, quarterly, annually reports and other mission reports to the Chief Control Fisheries Inspector.
- To ensure landing statistics are correct and monthly reconciled with the Industry and that revenue are collected.
- To provide overhead supervision of staff members in the region in order to protect the Marine Resources Eco system by enforcing the Marine and Inland Fisheries Legislation to "Combatting Illegal, Unreported and Unregulated (IUU) fishing activities.
- To carry out routine "Coastal, Sea, Air, Factory, Harbour and Off-Port Limit patrols and Monitoring, Control and Surveillance activities as well as Inland Fisheries water bodies by leading by example as a team under his or her supervision.
- To oversee the investigation of reported transgressions, fines issued or the arrest of offenders.
- Oversee that all foreign fishing vessels are monitored and that inspection reports are submitted.
- Oversee the EC Catch documentation scheme through the validation of export of Namibian fishery products onto global markets.
- Attend to staff member's issues and problems in relation to misconduct/discipline and staff rules in general.
- Identify staff member training needs and recommend capacity development programs to immediate supervisor.
- Monitor staff members work performance and that PA's are completed on quarterly basis and annually reviewed.

Enquiries: Mr. Malcolm Block: Tel No. 064 2016111

**DIRECTORATE OF OPERATIONS
DIVISION: MONITORING CONTROL AND SURVEILLANCE
SUBDIVISION: SURVEILLANCE AND OPERATIONS**

Post Designation	:	Chief Fisheries Inspector Grade 9
1xPost	:	Walvis Bay
Salary scale	:	N\$ 180,505 x P – 216,499
Transport Allowance	:	N\$ 7,680 per annum
Housing Allowance	:	N\$ 10,464 per annum
Danger Allowance	:	N\$ 3,551.00 per month

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

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

Primary purpose of the post:

- To supervise staff members in the region in order to enforce Marine and Inland Fisheries Legislation to combating illegal fishing.

- Be responsible of day to day administration and management of the office.
- Compile weekly rotational shift roster, daily and weekly deployment schedules.
- Quality checks inspectors landing data for data accuracy and submit timorously to statistic section.
- Report to the Control Fisheries Inspector all related work matters promptly.
- Submit weekly, monthly, quarterly, annually reports and other mission reports to the Control Fisheries Inspector.
- To provide overhead supervision of staff members in the region in order to protect the Marine Resources Eco system by enforcing the Marine and Inland Fisheries Legislation to "Combatting Illegal, Unreported and Unregulated (IUU) fishing activities.
- To carry out routine "Coastal, Sea, Air, Factory, Harbour and Off-Port Limit patrols and Monitoring, Control and Surveillance activities as well as Inland Fisheries water bodies by leading by example as a team under his or her supervision.
- Investigate reported/detected incidents of transgressions, issue fines or arrest offenders.
- Attend court proceedings/hearings to defend cases in court.
- Be responsible for the monitoring of foreign fishing vessels through the implementation of the FAO Port State Measures Agreement on port controls.
- Be responsible for the EC Catch documentation through the validation of export of Namibian fishery products onto global markets.
- Attend to staff member's issues and problems in relation to misconduct/discipline and report to the immediate supervisor.
- Identify staff member training needs and recommend capacity development programs to immediate supervisor.
- Ensure staff members work performance are monitored and PA's are completed on quarterly basis and annually reviewed.

Enquiries: Mr. Malcolm Block; Tel No. 064 2016111

DIRECTORATE: POLICY, PLANNING AND ECONOMICS
DIVISION: PLANNING

Post designation : Chief Development Planner Grade 6
1xPost : Windhoek
Salary Scale : N328,139 XP- 392,158

Minimum Requirements: An appropriate B. Degree on NQF L7 plus six (6) years appropriate experience.

The incumbent will compile the Ministry's development budget and plans, analyze and evaluate the Ministry's development budget and plans, monitoring, evaluate and implementation of Ministry's development projects.

DIRECTORATE: RESOURCE MANAGEMENT
DIVISION: APPLIED RESEARCH

Post Designation : Control Administrative Office Grade 6
1xPost : Swakopmund
Salary Scale : N\$ 328,39 XP – N\$ 392,158

Minimum Requirements: A Bachelor Degree in Public Management/Business Administration on NQF Level 7 plus 6 years appropriate experience in the field of administration of which 3 years must be on the level of Chief Administrative Officer Grade 8. The Incumbent must be well versed of the Procurement Act. The person should also have experience in the GRN budget compilation and execution.

Additional requirements: Candidate in possession of a valid driver's licence and a good working knowledge on MS Office packages (Word & Excel) will be advantageous.

Enquiries: Mr. Chris Bartholomae, Tel: 064 4101000

NB: Applicants in "Designated groups especially Women and Persons with disabilities are encouraged to apply. Applicants must be Namibian citizens. Application forms (on form 156043) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to:

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

Or hand deliver to:

Corner of Goethe & Kenneth Kaunda Street
Ministry of Fisheries and Marine Resources
Brendan Sibway Building
Block C, Ground Floor HR Office Room 13.

All foreign qualifications must be evaluated by the Namibian Qualification Authority and only shortlisted candidates will be contacted and no personal documents will be returned.

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: OTJOZONDJUPA REGION SECTION: HEALTH TECHNOLOGY MANAGEMENT

Post Designation	:	Engineering Technician Grade 9
2xPosts	:	Otjiwarongo
Scale of salary	:	N\$ 180,505 – 216,499
Housing Allowance	:	N\$ 13,080.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF L6 **OR** Registration as Engineering Technician at the Engineering Council of Namibia.

NB: Applications (on form 156043) must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications.

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).

Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level.

Only shortlisted candidates will be conducted and documents will not be returned. All supporting documents (ID, qualifications references, etc.)) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents etc. confirmation letters will disqualify the application.

Inquiries: Mr. G. Timotheus, Tel: 067-300800 Or Ms. NT Tauya, Tel: 067-300900

DIVISION: SPECIAL DISEASE PROGRAM (HIV/AIDS, TB & MALARIA)

Post Designation	:	Health Programme Officer Grade 7
1xPost	:	Otjiwarongo
Scale of salary	:	N\$ 269,189 – 321,707
Housing Allowance	:	N\$ 13,080.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Minimum requirement: An appropriate four year B-Degree or equivalent qualification on NQF L7. Must have five (5) years appropriate experience in TB, Malaria and Public Health related programmes. Computer literacy with proven documents in Micro Soft (Word, Excel and PowerPoint. Current Registration Certificate as a Registered Nurse and Midwife with Health Professions Council of Namibia. Must have a valid driver's licence.

NB: Applications (on form 156043) must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications.

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).

Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level.

Only shortlisted candidates will be conducted and documents will not be returned. All supporting documents (ID, qualifications references, etc.)) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation.

Failure to complete all items on the application form for employment and not attaching all the required documents etc. confirmation letters will disqualify the application.

Inquiries: Mr. G. Timotheus, Tel: 067-300800 Or Ms. NT Tauya, Tel: 067-300900

**DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: HUMAN RESOURCE MANAGEMENT**

Post Designation	:	Human Resource Administrator Grade 11
1xPost	:	Otjiwarongo
Scale of salary	:	N\$ 122,965 – 147,489
Housing Allowance	:	N\$ 10,464.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Minimum requirement: A Grade 12 Certificate or equivalent qualification on NQF L3.

Additional requirement: Must have experience in human resource management.

NB: Applications (on form 156043) must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications.

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).

Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level.

Only shortlisted candidates will be conducted and documents will not be returned. All supporting documents (ID, qualifications references, etc.) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents etc. confirmation letters will disqualify the application.

Inquiries: Mr. G. Timotheus, Tel: 067-300800 Or Ms. NT Tauya, Tel: 067-300900

Application form for Employment, Form 156043, is obtainable at all government offices and must be submitted at Human Resource Management, District Hospital Otjiwarongo or to the Regional Director, Directorate Otjondjupa Region, P/bag 2612, Otjiwarongo.

**DIRECTORATE OF KAVANGO EAST REGION
DIVISION: FAMILY HEALTH**

Post Designation	:	Senior Health Program Officer Grade 7
1xPost	:	RMT - Rundu
Scale of Salary	:	N\$269,189 - N\$321,707
Housing Allowance	:	N\$ 13,080 per annum
Transport Allowance	:	N\$ 7,680 per annum

Minimum Requirement: An Appropriate B-Degree or Equivalent qualification on NQF level 7 and Registration as a Registered Nurse and Midwife with the Nursing Council of Namibia plus three (3) years' appropriate experience.

Additional Requirement: Applicants must have a driver's license and must be computer literate. **NB:** confirmation of probation as a Registered Nurse grade 8 must be attached.

Enquiries: Dr. A. Adesina, or Ms. P.K Singarure Tel Number: 066 – 265500

DIVISION: SPECIAL DISEASE PROGRAMS (HIV/AIDS, TB, AND MALARIA)

Post Designation	:	Senior Health Program Officer Grade 7
1xPost	:	RMT - Rundu
Scale of Salary	:	N\$269,189 - N\$321,707
Housing Allowance	:	N\$ 13,080 per annum
Transport Allowance	:	N\$ 7,680 per annum

Minimum Requirement: An Appropriate B-Degree or Equivalent qualification on NQF level 7 and Registration as a Registered Nurse and Midwife with the Nursing Council of Namibia plus three (3) years' appropriate experience.

Additional Requirement: Applicants must have a driver's license and must be computer literate. **NB:** confirmation of probation as a Registered Nurse grade 8 must be attached.

Enquiries: Dr. A. Adesina, or Mrs. I.N MendaiTel Number: 066 – 265500

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

Post Designation	:	Senior Registered Nurse Grade 7
1xPost	:	Nyangana
Scale of Salary	:	N\$269,189 - N\$321,707
Housing Allowance	:	N\$ 13,080 per annum
Transport Allowance	:	N\$ 7,680 per annum
Remoteness Allowance	:	N\$ 13,800 per annum

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

Additional Requirement: Applicants must have a driver's license and must be computer literate. **NB:** confirmation of probation as a Registered Nurse grade 8 must be attached.

Enquiries: Dr. A. Adesina, or Dr. E. SidileTel Number: 066 – 265500/258 266

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

Post Designation	:	Senior Registered Nurse Grade 7
1xPost	:	Rundu Health Centre
Scale of Salary	:	N\$269,189 - N\$321,707
Housing Allowance	:	N\$ 13,080 per annum
Transport Allowance	:	N\$ 7,680 per annum

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

Additional Requirement: Applicants must have a driver's license and must be computer literate. **NB:** confirmation of probation as a Registered Nurse grade 8 must be attached.

Enquiries: Dr. Abiola Adesina, or Ms. R.M Ndjengwa **Tel:** 066-265 508/ 265 583

DIRECTORATE OF KAVANGO WEST REGION

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

Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Nankudu district
Salary Scale	:	N\$220,828 – N\$ 263,911
Housing Allowance	:	N\$ 13,080 per annum
Transport Allowance	:	N\$ 7,680 per annum
Remoteness Allowance	:	N\$ 9,000 per annum

Minimum Requirements: A National Diploma in Public Management / Business Administration on NQF Level 6 plus three (3) years' appropriate experience. Must have a driver's license and be computer literate.

NB: confirmation of probation as an Administrative Officer Grade 10 must be attached.

Enquiries: Dr. G.E. Haihambo/Ms. A. Haukongo, Tel: 066 – 257810/265500

**SUBDIVISION: DISTRICT HOSPITAL NANKUDU
SUBSECTION: PHARMACEUTICAL SERVICES**

Post Designation	:	Senior Pharmacist Assistant Grade 9
1xPost	:	Nankudu district
Salary Scale	:	N\$180,505 – N\$ 216,499
Housing Allowance	:	N\$ 10,464 per annum
Transport Allowance	:	N\$ 7,680 per annum
Remoteness Allowance	:	N\$ 9,000 per annum

Minimum Requirements: Registration as a Pharmacist Assistant with the Health Professions Council of Namibia plus three (3) years' appropriate experience.

NB: confirmation of probation as a Pharmacist Assistant Grade 10 must be attached.

Enquiries: Dr. G.E. Haihambo/Mr. N. Olabanji, Tel: 066 – 257810/265500

All the above application for both regions must address to:

The Regional Director
Ministry of Health and Social Services
Kavango Region
Private Bag 2094
Rundu

**DIRECTORATE : TERTIARY HEALTH CARE & CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: GENERAL SUPPORT SERVICES
SECTION: AUXILIARY SERVICES**

Post designation	:	Chief Administrative Officer Grade 8
1xPost	:	Windhoek
Scale of salary	:	N\$ 220,828 XP – 263,911

Minimum Requirements: A National Diploma in Public Management / Business Administration on NQF Level 6, plus five (5) years appropriate experience in office administration, budget control, transport and stock control.

Additional requirements: Candidate must be in possession of a valid driver's license.

RESPONSIBLE AREAS: Office Services, Transport Services and Stores.

DIRECTORATE : TERTIARY HEALTH CARE & CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: GENERAL SUPPORT SERVICES
SECTION: PATIENT ACCOUNTS & DOMESTIC SERVICES

Post designation : Chief Administrative Officer Grade 8
1xPost : Windhoek
Scale of salary : N\$ 220,828 XP – 263,911

Minimum Requirements: A National Diploma in Public Management / Business Administration on NQF Level 6, plus five (5) years appropriate experience.

Additional requirements: Candidate must be in possession of a valid driver's license.

RESPONSIBLE AREAS: Domestic Services; Nurses Home, Catering Services, Laundry Services, Cleaning Services, **Patient Services;** Patient Admissions, Patient Accounts and Payments.

Enquiries: Ms M. Tjavara, Tel: 061- 2033004

DIRECTORATE : TERTIARY HEALTH CARE & CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDIC & CLINICAL SUPPORT SERVICES
SUBSECTION: ORTHOPEADIC TECHNICAL SERVICES

Post designation : Senior Administrative Officer Grade 10
1xPost : 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 of Appropriate Experience.

Additional Requirements: Computer literacy. Handling & Storage of Orthotics & Prosthetics Materials.

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

Enquiries: C.M Likando, Tel: 061- 203 2797

**DIRECTORATE : TERTIARY HEALTH CARE & CLINICAL SUPPORT
SERVICES**

DIVISION: WINDHOEK CENTRAL HOSPITAL

SUBDIVISION : PROFESSIONAL SERVICES

SECTION: PARAMEDIC & CLINICAL SUPPORT SERVICES

SUBSECTION: HOSPITAL PHARMACEUTICAL SERVICES

Post Designation : Senior Pharmacist Grade 6
1xPost : Windhoek
Salary scale : N\$ 328,139 – 392,158

Minimum Requirements: At least three (3) years of Pharmacy practice after the Internship. Registration with Pharmacy Council of Namibia and proof of maintenance of registration 2019 – 2020

Additional requirements: Experience at a Hospital level will be added value.

Enquiries: Yousef Makar, Tel: 061 203 3158/9

**DIRECTORATE : TERTIARY HEALTH CARE & CLINICAL SUPPORT
SERVICES**

DIVISION: WINDHOEK CENTRAL HOSPITAL

SUBDIVISION: PROFESSIONAL SERVICES

SECTION: PARAMEDIC & CLINICAL SUPPORT SERVICES

SUBSECTION: MEDICAL SOCIAL WORK

Post Designation : Social Worker Grade 8
2xPosts : Windhoek
Salary scale : N\$ 220,828 – 263,911

Minimum Requirements: Degree in social work. Registration with Health Professional Council of Namibia. Must have a Drivers Licence.

Additional requirements: Experience in Medical social work would be advantage.

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

Enquiries: Mrs H. Matengu Tel: 061- 203 3414

**DIRECTORATE : TERTIARY HEALTH CARE & CLINICAL SUPPORT
SERVICES**

DIVISION: WINDHOEK CENTRAL HOSPITAL

SUBDIVISION: DOMESTIC SERVICES

SECTION: CLEANING SERVICES

Post designation : Senior Cleaner, Grade 14
2x Posts : 1. Main hospital complex
2. Mental Health Unit
Scale of salary : N\$ 54,682 – 71,105
Transport allowance : N\$ 7,680 per annum
Housing allowance : N\$ 7,848 per annum

Minimum Requirements: None

Additional requirements: The candidate should have three (3) years in hospital cleaning environment and be able to read and write English.

Enquiries: Mr Z. Martin Tel: 061 – 2033029 Mr H Beukes Tel: 061 - 2033377

**DIRECTORATE : TERTIARY HEALTH CARE & CLINICAL SUPPORT
SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION : HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTENANCE**

Post designation : Artisan Foreman, Grade 9 (Multi)
1xPost : Windhoek
Scale of salary : N\$ 180,505 x P – 216,499
Housing allowance : N\$ 10,464 per annum
Transport allowance : N\$ 7,680 per annum

Minimum Requirements: Completed apprenticeship or A Trade Diploma issued in terms of existing legislation plus six (6) years appropriate experience. Valid Driver's License.

- Participate in PAC deliberation as required by supervisor
- Participate in process steered towards managing the Quality Control policy of the OAG in order to guide the quality control and assurance processes within the OAG.
- Participate in processes steered towards the establishment and review of the quality control system of the OAG, which includes all strategic level processes, documentation, strategic leadership and management monitoring.
- Ensure that the subdivision has the necessary resource and support required to carry out its activities.

Enquiries: Mr T. Michael, Tel: 061 – 203317

**DIRECTORATE : TERTIARY HEALTH CARE & CLINICAL SUPPORT
SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: INTEGRATED HEALTH CARE INFORMATION
MANAGEMENT SYSTEM (IHCIMS)**

Post designation : Chief Systems Administrator Grade 6
1xPost : Windhoek
Scale of salary : N\$328,139 –392,158

Minimum requirements: An Appropriate Degree in Information Technology on NQF L7 plus appropriate six (6) years of experience in Systems Administration IT Environment. **Valid driver's license (2 years)**

- **SUMMARIZED DUTIES:** Oversee the provision of system Operations, application support and project management of IT related systems
- Oversees the implementation and maintenance of IHCIMS within the hospital, analyses, interprets relevant IT reports and provide appropriate and prompt technical intervention and solutions
- Oversee the Telemedicine centre operation and provide required reports
- **Skills:** Knowledge on Microsoft Sever Environment. Bash shell scripting, MS SQL\MySQL databases, Oracle Linux server administration, Security, MS Windows servers,

Enquiries: Mr. J. Mudjuu, 061 - 2032119

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.

**DIRECTORATE: GENERAL MANAGEMENT
DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: UTILITY SERVICES**

Post Designation : Leader Cleaner Grade 14
1x Post : Windhoek
Salary Scale : N\$ 54,682 – 71,105

Minimum Requirements: None.

Additional Requirements: To read and write English plus four years' experience as a Cleaner.

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

**DIRECTORATE: GENERAL MANAGEMENT
DIVISION: LEGAL SUPPORT SERVICES**

Post Designation : Administrative Officer Grade 6
2x Posts : Windhoek
Salary Scale : N\$ 328,139 – 392,158

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

Additional Requirements: A.B. Juris Degree plus three (3) years in service experience as an Assistant Legal Officer plus certificate of satisfactory performance or BA LLB Degree. A Diploma Arbitration and Dispute Resolution added advantages and a valid driver's licence and be computer literate.

Enquiries: Mr. J. Siseho, **Tel:** 061-2032117

**DIRECTORATE: KHOMAS REGION
DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: DISTRICT PHC
SECTION: RESOURCE MANAGEMENT**

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

Minimum Requirements: A Grade 12 Certificate (NQF Level 3) plus three (3) years appropriate experience OR National Diploma or equivalent qualification (NQF Level 6) plus two (2) years appropriate experience.

Additional Requirements: The candidate must have knowledge in Public Procurement Act 2015, (Act 13 of 2015) and Regulation, Treasury Instruction, Public Service Act, 1995 (Act 13 of 1995), State Finance Act, 1991 (Act 31 of 1991) and other guidelines. Appropriate experience in general office administration, knowledge of minute taking and reports, valid driver's licence and literacy.

Enquiries: Mr. J.H. Van Wyk, **Tel:** 061-2035005/Mr. W.J. Mouton, **Tel:** 061-2035017

Address: The Regional Director
Khomas Region
Private Bag 13322
Windhoek

DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: OPERATING THEATRE & RECOVERY ROOM

Post Designation	:	Registered Nurse Grade 7
2 x Posts	:	Windhoek
Salary Scale	:	N\$ 269,189 – 321,707
Housing Allowance	:	N\$ 13,080.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Nursing Board of Namibia plus 5 years' appropriate experience. Post basic Diploma in operating theatre will serve as advantage. The incumbent must be willing to do weekend, public holiday supervision and night duty.

Post Profile: The incumbent will be responsible for planning and implementation of procedures of operating theatre. Formulate and implement of nursing care procedures and policies. Plans staff allocation and staff development. Control and correct work procedures thereof. Coordinate and plan and utilize resources effectively. Conduct research and liaise with all relevant sections and stakeholders.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS- TB

Post Designation	:	Registered Nurse Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$ 269,189 – 321,707
Housing Allowance	:	N\$ 13,080.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Nursing Board of Namibia plus 5 years' appropriate experience in the field. The incumbent must be willing to do weekend, public holiday supervision and night duty. The incumbent must have good interpersonal skills and have good leadership skills.

Post Profile: The incumbent will be responsible for planning and implementation of procedures of clinical wards - TB. Formulate and implement of nursing care procedures and policies. Plans staff allocation and staff development. Control and correct work procedures thereof. Coordinate and plan and utilize resources effectively. Conduct research and liaise with all relevant sections and stakeholders.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS

Post Designation	:	Registered Nurse Grade 7
3xPosts	:	Windhoek
Salary Scale	:	N\$ 269,189 – 321,707

Housing Allowance	:	N\$ 13,080.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Nursing Board of Namibia plus three (3) years working experience as a Registered Nurse. The incumbent must be willing to do weekend, public holiday supervision and night duty.

Post Profile: The incumbent will be responsible for planning and implementation of procedures of clinical wards. Formulate and implement of nursing care procedures and policies. Plans staff allocation and staff development. Control and correct work procedures thereof. Coordinate and plan and utilize resources effectively. Conduct research and liaise with all relevant sections and stakeholders.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: NURSING ADMINISTRATION

Post Designation	:	Registered Nurse Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$ 269,189 – 321,707
Housing Allowance	:	N\$ 13,080.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Nursing Board of Namibia plus three (3) years working experience as a Registered Nurse. The incumbent must be willing to do weekend, public holiday supervision and night duty.

Post Profile: The incumbent will be responsible for planning and implementation of procedures of nursing administration. Formulate and implement of nursing care procedures and policies. Plans staff allocation and staff development. Control and correct work procedures thereof. Coordinate and plan and utilize resources effectively. Conduct research and liaise with all relevant sections and stakeholders.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SECTION: GENERAL NURSING SERVICES
SUBSECTION: INFECTION CONTROL & DISEASE SURVEILLANCE

Post Designation	:	Registered Nurse Grade 7
2 x Posts	:	Windhoek
Salary Scale	:	N\$ 269,189 – 321,707
Housing Allowance	:	N\$ 13,080.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Nursing Board of Namibia plus six (6) years working appropriate experience as a registered Nurse of which two (2) years must be in the field of infection control. The incumbent must be willing to do weekend, public holiday supervision and night duty.

Post Profile: The incumbent will be responsible for planning and implementation of procedures of infection control & disease surveillance. Formulate and implement of nursing care procedures and policies. Control and correct work procedures thereof. Coordinate and plan and utilize resources effectively. Conduct research and liaise with all relevant sections and stakeholders

Enquiries: Ms. E. Hamwaanyena, **Tel.** (061) 2034107 / Mr. L. Simubali, **Tel.** (061) 203 4033

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SECTION: PARAMEDIC & CLINICAL SUPPORT SERVICES
SUBSECTION: PHARMACEUTICAL SERVICES

Post designation	:	Senior Pharmacist Assistant Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$ 180,505 – 216,499
Housing Allowance	:	N\$ 10,464.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Minimum Requirements: Registration as a Pharmacist Assistant with the Pharmacy Council of Namibian plus four (4) years appropriate experience, especially at clinical supply and Pharmacy store.

Additional Requirements: Candidate should have four (4) years of appropriate leadership, Management skills and computer literacy are essential.

Enquiries: Mr. B Itula **Tel:** 061-203 4072 / Dr. F.M Shiweda, **Tel:** 061-203 4005

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SECTION: HUMAN RESOURCE MANAGEMENT
SUBDIVISION: RECRUITMENT AND CONDITION OF SERVICES

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$ 269,189 – 321,707
Housing Allowance	:	N\$ 13,080 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Minimum Requirements: A National Diploma, majoring in Human Resource on NQF Level 6 plus six (6) years appropriate experience in Human Resource Administration, PMs, Industrial Relations, HR Statistics and compilation of AA Reports.

Additional Requirements: Applicants in possession of an appropriate B. Degree on NQF Level 7, majoring in Human Resources Management, plus driver' licence will receive preference.

Enquiries: Ms. H. Haihonya Tel: 061-203 4036 / Mr. L. Simubali, Tel 061-203 4033

Public Servants must apply through their Human Resource Office and submit their application forms under cover of form ZO/352(1).

NB: Only shortlisted candidates will be contacted and documents will not be returned back. All supporting documents (ID's and Qualifications) must be originally certified by the Namibian Police. Foreign qualification must be accompanied by NQA evaluation. Failure to complete all items on the application for employment and not attaching all the required documents will disqualify the application. In terms of the Affirmative Action Plan of qualifying women and person with disabilities, are encouraged to apply.

Address: The Medical Superintendent
Intermediate Hospital Katutura,
Private Bag 13215,
Windhoek

Or

Hand delivery at:
Human Resource Office
Intermediate Hospital Katutura

**//KHARAS REGIONAL HEALTH DIRECTORATE
DIVISION: CURATIVE SERVICES
SUBDIVISION: DENTAL SERVICES**

Post Designation	:	Dentist Grade 5
1× Post	:	Keetmanshoop (Regional Office)
Salary Scale	:	N\$ 400,001 × P – N\$ 478,220
Housing Allowance	:	N\$ 13,080 per annum
Motor vehicle Allowance	:	N\$ 78,762 per annum
Fix overtime	:	N\$ 214,066 per annum

Minimum Requirements: Registration as a Dentist with the Medical and Dental Council of Namibia plus four (4) years appropriate experience.

Additional Requirements: Candidates not in possession of a valid driver's license must be prepared to obtain such within a reasonable period and be prepared to travel.

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.

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

PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

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.

**//KHARAS REGIONAL HEALTH DIRECTORATE
SUBDIVISION: FAMILY HEALTH SERVICES**

Post Designation	:	Senior Health Programme Officer Grade 7
1× Post	:	Keetmanshoop (Regional Office)
Salary Scale	:	N\$ 269,189 × P – N\$ 321,707
Housing Allowance	:	N\$ 13,080 per annum
Transport Allowance	:	N\$ 7,680 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7

Additional Requirements: Registration as a Registered Nurse 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 / 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: //KHARAS REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: LUDERITZ
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES

Post Designation : Senior Administrative Officer Grade 10
1x Post : District Hospital (Luderitz)
Salary Scale : N\$ 147,485 x P – N\$ 176,895
Allowances : N\$ 7,848.00 (Transport) per annum
N\$ 10,464.00 (Housing) per annum

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

The suitable candidate must have extensive experience in logistics, transport, stores, procurement, facilities management, budgeting and contract management. Computer literacy will be an added advantage.

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: Ms. A.P. Isaaks, **Tel:** 063-2209107 / Mr. D.S. Lamberth, **Tel:** 063-2209152

DIRECTORATE: //KHARAS REGION
DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: LOGISTICS & FACILITIES MANAGEMENT

Post Designation : Administrative Officer Grade 10
1x Post : Keetmanshoop (Regional Office)
Salary Scale : N\$ 147,485 x P – N\$ 176,895
Allowances : N\$ 7,848.00 (Transport) per annum
N\$ 10,464.00 (Housing) per annum

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

The suitable candidate must have extensive experience in logistics, transport, stores and procurement, facilities management, budgeting and contract management. Computer literacy will be an added advantage.

Job Description:

- Planning and monitoring of all administrative issues.
- Writing reports on Transport, Catering and Stores.
- Participates in Stock taking exercise.

- Checking and verifying of overtime claims of all Administrative staff.
- Checking and verifying of Counter books and Stock register.
- Supervise all Administrative Officers.

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: Ms. A.P. Isaaks, **Tel:** 063-2209107 / Mr. D.S. Lamberth, **Tel:** 063-2209152

**DIRECTORATE: //KHARAS REGION
DIVISION: CURATIVE SERVICES
SECTION PROFESSIONAL SERVICES
SUBDIVISION: PHARMACEUTICAL SERVICES**

Post designation	:	Senior Pharmacist Assistant Grade 9
1x Post	:	District Hospital (Lüderitz)
Salary Scale	:	N\$ 180,505 X P – 216,499
Allowances	:	N\$ 7,848.00 (Transport) per annum N\$ 10,464.00 (Housing) per annum

Minimum Requirements: Registration as a Pharmacist Assistant with the relevant Allied Health Professions Council of Namibia plus three (3) years appropriate experience.

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. A. T. Mbuyi, **Tel:** 063-202446, Mr. Mervin E. Fisch, **Tel:** 063-2209066

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: DENTAL SERVICES**

Post Designation	:	Regional Dentist Grade 5
1x Post	:	Regional Office - Outapi
Salary Scale	:	N\$ 400,001 – 478,220
Housing Allowance	:	N\$ 13,080.00 p.a
Motor Vehicle Allowance	:	
Capital Costs	:	N\$ 56,429 p.a
Running Costs	:	N\$ 22,333 p.a
Total allowance	:	N\$ 78,762 p.a

Fixed Overtime : N\$ 214,066 p.a

Minimum Requirements: Registration as Dentist with Medical and Dental Council of Namibia plus three years' experience.

Additional Requirements: The candidate should be in possession of a valid driver's license and must be prepared to travel.

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

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

Post Designation : Senior Pharmacist Grade 6
1x Post : Regional Office - Outapi
Salary Scale : N\$ 328,139 – 392,158
Transport allowance : N\$ 7,680.00 p.a
Housing allowance : N\$ 13,080.00 p.a
Fixed Overtime : N\$ 175,572 p.a

Minimum requirements: Registration as Pharmacist with Pharmacy Council of Namibia plus three (3) years appropriate experience in the field.

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

**DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: PRIMARY HEALTH CARE
SECTION: MAHENENE HEALTH CENTRE**

Post designation : Emergency Care Practitioner Grade 11
1x Post : Mahenene
Salary scale : N\$ 122,965 – 147,485
Transport allowance : N\$ 7,680.00 p.a
Housing allowance : N\$ 10,464.00 p.a
Remoteness allowance : N\$ 13,800 p.a

Minimum requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic) Plus Code C1 driving license.

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

**DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE OMONA WATJIHOZU**

Post designation : Emergency Care Practitioner Grade 11
1x Post : Omona watjihozu
Salary scale : N\$ 122,965 – 147,485
Transport allowance : N\$ 7,680.00 p.a
Housing allowance : N\$ 10,464.00 p.a
Remoteness allowance : N\$ 9,000 p.a

Minimum requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic) Plus Code C1 driving license.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE OMONA WATJIHOZU

Post designation	:	Senior Pharmacist Assistant Grade 9
1x Post	:	Omona watjhozu
Salary scale	:	N\$ 180,505 – 216,499
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10,464.00 p.a
Remoteness allowance	:	N\$ 9,000 p.a

Minimum requirements: Registration with Pharmacy Council of Namibia as Pharmacist Assistant plus three years' appropriate experience.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post designation	:	Medical Officer Grade 5
6x Posts	:	Outapi
Salary Scale	:	N\$ 400,001 – 478,220
Housing allowance	:	N\$ 13,080.00 p.a
Motor Vehicle Allowance	:	
Capital Costs	:	N\$ 56,429 p.a
Running Costs	:	N\$ 22,333 p.a
Total allowance	:	N\$ 78,762 p.a
Fixed Overtime	:	N\$ 214,066 p.a

Minimum requirements: Registration as Medical Officer with Medical and Dental Council of Namibia

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: DENTAL SERVICES

Post designation	:	Dental Therapist Grade 8
1x Post	:	Outapi
Salary Scale	:	N\$ 220,828 – 263,911
Housing allowance	:	N\$ 13,080.00 p.a
Transport Allowance	:	N\$ 7,680.00 p.a

Minimum requirements: Registration as Dental Therapist with Medical and Dental Council of Namibia

Post to become vacant with effect from 01 September 2020

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

**DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PHAMACEUTICAL SERVICES**

Post designation : Pharmacist Grade 7
3x Posts : Outapi
Salary scale : N\$ 269,189 – 321,707
Transport allowance : N\$ 7,680.00 p.a
Housing allowance : N\$ 13,080.00 p.a
Fixed Overtime : N\$ 144,031 p.a

Minimum requirements: Registration as Pharmacist with Pharmacy Council of Namibia.

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

**DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SOCIAL WORK**

Post designation : Senior Social Worker Grade 7
1x Post : Outapi
Salary scale : N\$ 269,189 – 321,707
Transport allowance : N\$ 7,680.00 p.a
Housing allowance : N\$ 13,080.00 p.a

Minimum requirements: Bachelor's Degree in Social Work and registration as Social Worker with Social Work and Psychology Council of Namibia, three (3) years related working experience plus a valid driving license.

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

**DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SOCIAL WORK SERVICES**

Post designation : Social Worker Grade 8
1x Post : Outapi
Salary Scale : N\$ 220,828 – 263,911
Housing allowance : N\$ 13,080.00 p.a
Transport Allowance : N\$ 7,680.00 p.a

Minimum requirements: Bachelor's Degree in Social Work and registration as Social Worker with Social Work and Psychology Council of Namibia.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: NURSING SERVICES
SUBSECTION: OUTPATIENT: EYE CLINIC UNIT

Post designation : Senior Ophthalmic Clinical Officer Grade 7
1x Post : Outapi
Salary scale : N\$ 269,189 – 321,707
Transport allowance : N\$ 7,680.00 p.a
Housing allowance : N\$ 13,080.00 p.a

Minimum requirements: Registration as Ophthalmic Clinical Officer with Health Professions Council of Namibia (HPCNA) plus three years' appropriate experience.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES, EMERGENCY MEDICAL RESCUE SERVICES

Post designation : Emergency Care Practitioner Grade 10
2x Posts : Outapi
Salary scale : N\$ 147,485 – 176,895
Transport allowance : N\$ 7,680.00 p.a
Housing allowance : N\$ 10,464.00 p.a

Minimum requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic), Code C1 driving license plus three years' appropriate experience.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES EMERGENCY MEDICAL RESCUE SERVICES

Post designation : Emergency Care Practitioner Grade 11
2x Posts : Outapi
Salary scale : N\$ 122,965 – 147,485
Transport allowance : N\$ 7,680.00 p.a
Housing allowance : N\$ 10,464.00 p.a

Minimum requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic) plus Code C1 driving license.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: OCCUPATIONAL THERAPY SERVICES

Post designation : Occupational Therapist Grade 7
1x Post : Outapi
Salary scale : N\$ 269,189 – 321,707
Transport allowance : N\$ 7,680.00 p.a
Housing allowance : N\$ 13,080.00 p.a

Minimum requirements: Registration as Occupational Therapist with Health Professions Council of Namibia (HPCNA).

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

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

Post designation : Administrative Officer Grade 12
1x Post : Outapi
Salary Scale : N\$ 99,633 – 119,501
Housing allowance : N\$ 10,464.00 p.a
Transport Allowance : N\$ 7,680.00 p.a

Minimum requirements: A Grade 12 certificate on NQF Level 3 and be computer literate.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES; MORTUARY SERVICES

Post designation : Senior Mortuary Assistant Grade 10
1x Post : Outapi
Salary scale : N\$ 147,485 – 176,895
Transport allowance : N\$ 7,680.00 p.a
Housing allowance : N\$ 10,464.00 p.a

Minimum requirements: A Grade 10 certificate on NQF Level 2 plus three (3) years appropriate experience.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES; MORTUARY SERVICES

Post designation	:	Driver Grade 12
1x Post	:	Outapi
Salary Scale	:	N\$ 99,633 – 119,501
Housing allowance	:	N\$ 10,464.00 p.a
Transport Allowance	:	N\$ 7,680.00 p.a

Minimum requirements: A Grade 10 certificate on NQF Level 2 plus Code C1 driving license

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

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

Post designation	:	Driver Grade 12
1x Post	:	Okahao
Salary Scale	:	N\$ 99,633 – 119,501
Housing allowance	:	N\$ 10,464.00 p.a
Transport Allowance	:	N\$ 7,680.00 p.a

Minimum requirements: A Grade 10 Certificate on NQF Level 2 plus Code C1 driving license

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE INDIRA GANDHI

Post designation	:	Emergency Care Practitioner Grade 11
1x Post	:	Indira Gandhi
Salary scale	:	N\$ 122,965 – 147,485
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10,464.00 p.a
Remoteness allowance	:	N\$ 9,000 p.a

Minimum requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic) Plus Code C1 driving license.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: NURSING SERVICES
SECTION: OUTPATIENT, EYE CLINIC UNIT

Post designation	:	Senior Ophthalmic Clinical Officer Grade 7
1x Post	:	Okahao
Salary scale	:	N\$ 269 189 – 321 707
Transport allowance	:	N\$ 7680.00 p.a
Housing allowance	:	N\$ 13 080.00 p.a

Minimum requirements: Registration as Ophthalmic Clinical Officer with Health Professions Council of Namibia (HPCNA) plus three years' appropriate experience.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: DISTRICT HOSPITAL OKAHAO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post designation	:	Medical Officer Grade 5
4x Posts	:	Okahao
Salary Scale	:	N\$ 400,001 – 478,220
Housing allowance	:	N\$ 13,080.00 p.a
Motor Vehicle Allowance	:	
Capital Costs	:	N\$ 56,429 p.a
Running Costs	:	N\$ 22,333 p.a
Total allowance	:	N\$ 78,62 p.a
Fixed Overtime	:	N\$ 214,066

Minimum requirements: Registration as Medical Practitioner with Medical and Dental Council of Namibia.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES EMERGENCY MEDICAL RESCUE SERVICES

Post designation	:	Emergency Care Practitioner Grade 10
1x Post	:	Okahao
Salary scale	:	N\$ 147,485 – 176,895
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10,464.00 p.a

Minimum requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic), Code C1 driving license plus three years appropriate experience.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: DISTRICT HOSPITAL OKAHAO
SECTION: PROFESSIONAL SERVICES
**SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES EMERGENCY MEDICAL
RESCUE SERVICES**

Post designation	:	Emergency Care Practitioner Grade 11
1x Post	:	Okahao
Salary scale	:	N\$ 122,965 – 147,485
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10,464.00 p.a

Minimum requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic) plus Code C1 driving license.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: DISTRICT HOSPITAL OKAHAO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SOCIAL WORK SERVICES

Post designation	:	Senior Social Worker Grade 7
1x Post	:	Okahao
Salary scale	:	N\$ 269,189 – 321,707
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 13,080.00 p.a

Minimum requirements: Bachelor's Degree in Social Work and registration as Social Worker with Social Work and Psychology Council of Namibia, three (3) years related working experience plus a valid driving license.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: DISTRICT HOSPITAL OKAHAO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SOCIAL WORK SERVICES

Post designation	:	Social Worker Grade 8
1x Post	:	Okahao
Salary Scale	:	N\$ 220,828 – 263,911
Housing allowance	:	N\$ 13,080.00 p.a
Transport Allowance	:	N\$ 7,680.00 p.a

Minimum requirements: Bachelor's Degree in Social Work and registration as Social Worker with Social Work and Psychology Council of Namibia.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: DISTRICT HOSPITAL OKAHAO
SECTION: PROFESSIONAL SERVICE
SUBSECTION: PHAMACEUTICAL SERVICES

Post designation	:	Pharmacist Grade 6
1x Post	:	Okahao
Salary Scale	:	N\$ 328,139 – 392,158
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 13,080.00 p.a
Fixed Overtime	:	N\$ 175,572 p.a

Minimum Requirements: Registration as Pharmacist with Pharmacy Council of Namibia plus three (3) years appropriate experience in the field.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: DISTRICT HOSPITAL OKAHAO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PHAMACEUTICAL SERVICES

Post designation	:	Pharmacist Grade 7
2x Posts	:	Okahao
Salary scale	:	N\$ 269,189 – 321,707
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 13,080.00 p.a
Fixed Overtime	:	N\$ 144,031 p.a

Minimum requirements: Registration as Pharmacist with Pharmacy Council of Namibia.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: DISTRICT HOSPITAL OKAHAO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: OCCUPATIONAL THERAPY SERVICES

Post designation	:	Occupational Therapist Grade 7
1x Post	:	Okahao
Salary scale	:	N\$ 269,189 – 321,707
Transport allowance	:	N\$ 7680.00 p.a
Housing allowance	:	N\$ 13 080.00 p.a

Minimum requirements: Registration as Occupational Therapist with Health Professions Council of Namibia (HPCNA).

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES; MORTUARY SERVICES

Post designation	:	Senior Mortuary Assistant Grade 10
1x Post	:	Okahao
Salary scale	:	N\$ 147,485 – 176,895
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10,464.00 p.a

Minimum requirements: A Grade 10 certificate on NQF Level 2 plus three (3) years appropriate experience.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES; MORTUARY SERVICES

Post designation	:	Mortuary Assistant Grade 11
1x Post	:	Okahao
Salary scale	:	N\$ 122,965 – 147,485
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10,464.00 p.a

Minimum requirements: A Grade 10 certificate on NQF Level 2 plus satisfactory completion of the appropriate internal functional training course.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE ONESI

Post designation	:	Medical Officer Grade 5
1 x Post	:	Onesi
Salary Scale	:	N\$ 400,001 – 478,220
Housing allowance	:	N\$ 13,080.00 p.a
Motor Vehicle Allowance	:	
Capital Costs	:	N\$ 56,429 p.a
Running Costs	:	N\$ 22,333 p.a
Total allowance	:	N\$ 78,762 p.a
Fixed Overtime	:	N\$ 214,066
Remoteness Allowance	:	N\$ 9,000.00 p.a

Minimum requirements: Registration as Medical Practitioner with Medical and Dental Council of Namibia

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE ONESI

Post designation	:	Senior Pharmacist Assistant Grade 9
1x Post	:	Onesi
Salary scale	:	N\$ 180,505 – 216,499
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10,464.00 p.a
Remoteness allowance	:	N\$ 9,000 p.a

Minimum requirements: Registered with Pharmacy Council of Namibia as Pharmacist Assistant plus three (3) years appropriate experience.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE ONESI

Post designation	:	Emergency Care Practitioner Grade 11
1x Post	:	Onesi
Salary scale	:	N\$ 122,965 – 147,485
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10,464.00 p.a
Remoteness allowance	:	N\$ 9,000 p.a

Minimum requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic) plus Code C1 driving license.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: DISTRICT HOSPITAL TSANDI
SECTION: NURSING SERVICES
SUBSECTION: OUTPATIENT; EYE CLINIC UNIT

Post designation	:	Senior Ophthalmic Clinical Officer Grade 7
1x Post	:	Tsandi
Salary scale	:	N\$ 269,189 – 321,707
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 13,080.00 p.a
Remoteness allowance	:	N\$ 9,000 p.a

Minimum requirements: Registration as Ophthalmic Clinical Officer with Health Professions Council of Namibia (HPCNA) plus three years appropriate experience.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OTSANDI
SUBDIVISION: DISTRICT HOSPITAL TSANDI
SECTION: PROFESSIONAL SERVICE
SUBSECTION: MEDICAL SERVICES

Post designation	:	Medical Officer Grade 5
4x Posts	:	Tsandi
Salary Scale	:	N\$ 400,001 – 478,220
Housing allowance	:	N\$ 13,080.00 p.a
Motor Vehicle Allowance	:	
Capital Costs	:	N\$ 56,429 p.a
Running Costs	:	N\$ 22,333 p.a
Total allowance	:	N\$ 78,762 p.a
Fixed Overtime	:	N\$ 214,066
Remoteness Allowance	:	N\$ 9,000.00 p.a

Minimum requirements: Registration as Medical Practitioner with Medical and Dental Council of Namibia.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: DISTRICT HOSPITAL TSANDI
SECTION: PROFESSIONAL SERVICE
SUBSECTION: PHARMACEUTICAL SERVICES

Post designation	:	Senior Pharmacist Grade 6
1x Post	:	Tsandi
Salary Scale	:	N\$ 328,139 – 392,158
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 13,080.00 p.a
Remoteness Allowance	:	N\$ 9,000.00 p.a
Fixed Overtime	:	N\$ 175,572 p.a

Minimum Requirements: Registration with Pharmacy Council of Namibia as Pharmacist plus three years' appropriate experience.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: DISTRICT HOSPITAL TSANDI
SECTION: PROFESSIONAL SERVICE
SUBSECTION: PHARMACEUTICAL SERVICES

Post designation	:	Pharmacist Grade 7
1x Post	:	Tsandi
Salary Scale	:	N\$ 269,189 – 321,707
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 13,080.00 p.a
Remoteness Allowance	:	N\$ 9,000.00 p.a
Fixed Overtime	:	N\$ 144,031 p.a

Minimum Requirements: Registration with Pharmacy Council of Namibia as a Pharmacist.

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

**DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: DISTRICT HOSPITAL TSANDI
SECTION: PROFESSIONAL SERVICE
SUBSECTION: OCCUPATIONAL THERAPY SERVICES**

Post designation	:	Occupational Therapist Grade 7
1x Post	:	Tsandi
Salary scale	:	N\$ 269,189 – 321,707
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 13,080.00 p.a
Remoteness Allowance	:	N\$ 9,000.00 p.a

Minimum requirements: Registration as Occupational Therapist with Health Professions Council of Namibia (HPCNA).

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

**DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: DISTRICT HOSPITAL TSANDI
SECTION: PROFESSIONAL SERVICE
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES EMERGENCY MEDICAL
RESCUE SERVICES**

Post designation	:	Emergency Care Practitioner Grade 10
1x Post	:	Tsandi
Salary scale	:	N\$ 147,485 – 176,895
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10,464.00 p.a

Minimum requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic), Code C1 driving license plus three years appropriate experience.

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

**DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: DISTRICT HOSPITAL TSANDI
SECTION: PROFESSIONAL SERVICE
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES EMERGENCY MEDICAL
RESCUE SERVICES**

Post designation	:	Emergency Care Practitioner Grade 11
1x Post	:	Tsandi
Salary scale	:	N\$ 122,965 – 147,485
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10,464.00 p.a

Minimum requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic) plus Code C1 driving license.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: DISTRICT HOSPITAL TSANDI
SECTION: PROFESSIONAL SERVICE
SUBSECTION: RADIOGRAPHIC SERVICES

Post designation	:	Radiographer Grade 7
1x Post	:	Tsandi
Salary Scale	:	N\$ 269,189 – 321,707
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 13,080.00 p.a
Remoteness Allowance	:	N\$ 9,000.00 p.a
Fixed Overtime	:	N\$ 51,703 p.a

Minimum requirements: Registration with Health Professions Council of Namibia (HPCNA) as a Radiographer.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES; MORTUARY SERVICES

Post designation	:	Senior Mortuary Assistant Grade 10
1x Post	:	Tsandi
Salary scale	:	N\$ 147,485 – 176,895
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10,464.00 p.a

Minimum requirements: A Grade 10 certificate on NQF Level 2 plus three (3) years appropriate experience.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES; MORTUARY SERVICES

Post designation	:	Mortuary Assistant Grade 11
1x Post	:	Tsandi
Salary scale	:	N\$ 122,965 – 147,485
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10,464.00 p.a

Minimum requirements: A Grade 10 certificate on NQF Level 2 plus satisfactory completion of the appropriate internal functional training course.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OSHIKUKU
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE OKALONGO

Post designation	:	Medical Officer Grade 5
2x Posts	:	Okalongo
Salary Scale	:	N\$ 400,001 – 478,220
Housing allowance	:	N\$ 13,080.00 p.a
Motor Vehicle Allowance	:	
Capital Costs	:	N\$ 56,429 p.a
Running Costs	:	N\$ 22,333 p.a
Total allowance	:	N\$ 78,762 p.a
Fixed Overtime	:	N\$ 214,066
Remoteness Allowance	:	N\$ 9,000.00 p.a

Minimum requirements: Registration as Medical Practitioner with Medical and Dental Council of Namibia

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OSHIKUKU
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE OKALONGO

Post designation	:	Emergency Care Practitioner Grade 11
1x Post	:	Okalongo
Salary scale	:	N\$ 122,965 – 147,485
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10,464.00 p.a

Minimum requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic) plus Code C1 driving license.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OSHIKUKU
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINIC OIKOKOLA

Post designation	:	Registered Nurse Grade 8
2x Posts	:	Oikokola
Salary Scale	:	N\$ 220,828 – 263,911
Housing allowance	:	N\$ 13,080.00 p.a
Transport Allowance	:	N\$ 7,680.00 p.a

Minimum requirements: Registration as a Registered Nurse with Health Professional Council of Namibia.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OSHIKUKU
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINIC OIKOKOLA

Post designation	:	Enrolled Nurse Grade 10
2x Posts	:	Oikokola
Salary scale	:	N\$ 147,485 – 176,895
Transport allowance	:	N\$ 7,680.00 p.a
Housing allowance	:	N\$ 10 ,64.00 p.a

Minimum requirements: Registration as an Enrolled Nurse with Health Professional Council of Namibia.

Enquiries: Ms. Monika Shilung, **Tel:** 065 – 251812 / Ms. Maghanaem Nakasole, **Tel:** 065 – 251809

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OSHIKUKU
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINIC OIKOKOLA

Post designation	:	Administrative Officer Grade 12
1x Post	:	Oikokola
Salary Scale	:	N\$ 99,633 – 119,501
Housing allowance	:	N\$ 10,464.00 p.a
Transport Allowance	:	N\$ 7,680.00 p.a

Minimum requirements: A Grade 12 certificate on NQF Level 3 and be computer literate.

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OSHIKUKU
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINIC OIKOKOLA

Post designation	:	Driver Grade 12
1x Post	:	Oikokola
Salary Scale	:	N\$ 99,633 – 119,501
Housing allowance	:	N\$ 10,464.00 p.a
Transport Allowance	:	N\$ 7,680.00 p.a

Minimum requirements: A Grade 10 certificate on NQF Level 2 plus Code C1 driving license.

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

DIRECTORATE: ATOMIC ENERGY & RADIATION PROTECTION AUTHORITY
DIVISION: NUCLEAR APPLICATIONS

Post Designation : Radiation Physicist Grade 5
1x Post : Windhoek
Salary scale : N\$ 400,001 – 478,220

Minimum requirements: An appropriate B – Degree in natural sciences or equivalent qualification (NQF Level 8) plus three (3) years appropriate experience.

Additional requirements: Experience in managing technical programmes and/or experience in a nuclear science related field. Qualification in international relations, project management, information technology or law an added advantage.

Enquiries: Mr. Collins Mushe, **Tel:** 061 - 2032449

DIRECTORATE: PRIMARY HEALTH CARE SERVICES
DIVISION: DISABILITY, PREVENTION AND REHABILITATION
SUBDIVISION: ORTHOPEDIC TECHNICAL SERVICES

Post Designation : Chief Health Programme Officer Grade 6
1x Post : Windhoek
Scale of Salary : N\$ 328,139 – 392,158

Minimum requirement: An appropriate B-Degree in Prosthetics or Equivalent qualification on NQF Level 7 plus five (5) years appropriate experience and Registration with Health Professional Council of Namibia

Additional Requirements: Computer literacy with sound knowledge of Microsoft office programs

Key Performance Areas:

- Coordinate the functions for Orthopaedic Technical Services (OTS) nationally
 - Plan and conduct surveys, Health Systems Research and Program evaluations
 - Facilitate the development of policies, guidelines and Strategic Plans
 - Identify training needs of the personnel for OTS services.
 - Provide inputs for the development of IEC materials
 - Cooperate and collaborate with institutional rehabilitation programs, NGO's and actively promote inter-sectoral involvement
 - Monitoring and evaluation of OTS services countrywide
 - Carries out any lawful and reasonable duties as assigned by reporting line
-

DIRECTORATE: PRIMARY HEALTH CARE SERVICES
DIVISION: DISABILITY, PREVENTION AND REHABILITATION
SUBDIVISION: REHABILITATION SERVICES
SECTION: BLINDNESS PREVENTION

Post Designation : Senior Health Programme Officer Grade 7
1x Post : Windhoek
Scale of Salary : N\$ 269,189 – 321,707

Minimum requirements: An appropriate B-Degree Technical/Clinical Ophthalmology or Equivalent qualification on NQF Level 7, Knowledge of Community Eye Health plus five (5) years appropriate experience and Registration with Health Professional Council of Namibia

Additional Requirements: Post- Graduate Diploma in Community Eye Health is an added advantage and Computer literacy with sound knowledge of Microsoft office programs.

Key Performance Areas:

- Serve as the technical advisor on eye health policy matter in both public and private health sectors
 - Development and coordination of national eye health Policy. Legislations and guidelines
 - Formulation of clinical standards and norms as tool for the monitoring of productivity and quality of eye care services at country level
 - Organization and coordination of eye care interventions (services & programme) at national, regional, district and hospital levels
 - Strategic eye health planning, advocacy, systematic reporting of eye health outcomes
 - Carries out any lawful and reasonable duties as assigned by reporting line
-

**DIRECTORATE: PRIMARY HEALTH CARE SERVICES
DIVISION: INFORMATION, EDUCATION AND COMMUNICATION
SUBDIVISION: MATERIAL DEVELOPMENT AND DISSEMINATION
SECTION: ELECTRONIC MEDIA**

Post Designation : Senior Health Programme Officer Grade 7 (Re-advertisement)
1x Post : Windhoek
Scale of Salary : N\$ 269,189 – 321,707

Minimum requirement: An appropriate 4-year B.Sc. Degree in communication studies or journalism NQFL 7 with 4 years of experience in Electronic media.

Additional Requirements: Microsoft Office (Word, Excel, PowerPoint). This will be tested.

Key Performance Areas:

- This job category includes personnel involved at operational level with the making, editing and reviewing of film, electronic material; posts and/or publications, magazines, brochures and news reports and make technical recommendations.
 - Meeting and liaising with clients to discuss briefs, requirements and project progress
 - Creating multimedia designs in liaison with animators, programmers, writers, video producers, sound engineers and artists
 - Developing and using skills and expertise in appropriate design packages such as Photoshop, In Design and After Effects
 - Testing products for errors and making amendments.
 - Evaluation of public opinions to advice the Ministry to correlate policy and procedures with public needs
 - Carries out any lawful and reasonable duties as assigned by reporting line
-

**DIRECTORATE: PRIMARY HEALTH CARE SERVICES
DIVISION: PUBLIC ENVIRONMENTAL HEALTH
SUBDIVISION: PUBLIC HYGIENE
SECTION: FOOD QUALITY ASSURANCE**

Post Designation : Chief Environmental Health Officer Grade 7 (Re-advertisement)
1x Post : Windhoek
Scale of Salary : N\$ 269,189 – 321,707

Minimum requirement: An appropriate B-Degree or equivalent qualification on NQF Level 7 in Environmental Health Sciences with 4 years of experience and Registration with Health Professional Council of Namibia.

Key Performance Areas:

- To reduce burden of food – borne diseases focusing on preventative services
- Serve as the technical advisor on food and quality policy matter in both public and private health sectors
- Formulation of clinical standards and norms as tool for the monitoring of productivity and quality of the program at country level
- Carries out any lawful and reasonable duties as assigned by reporting line

Enquiries: Ms. N. N. Shoopala, Telephone: 061-203 2700 / Ms. S. Nanyemba, Telephone: 061-203 2729

Applications must be forward to:

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

OR

**Hand Delivered to:
Ministry of Health and Social Services
Ministerial Building
Harvey Street
Division: Human Resource Management
Windhoek**

**DIRECTORATE: HUMAN RESOURCES
SUBDIVISION: GENERAL MANAGEMENT**

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$ 328,189 – 392,158
Housing allowance	:	N\$ 13,080 p.a.
Transport allowance	:	N\$ 7,680 p.a.

Minimum Requirements: A 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 Requirements: Applicants must have a Diploma/ degree in the fields of Public Management/ Business Administration. Applicants must with be familiar with the Public Procurement Act, Act no.15 of 2015 and Regulations. Be computer literate & experience on IFMS and in financial management.

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.

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

**THE ACTING DIRECTOR
DIRECTORATE HUMAN RESOURCES
MINISTRY OF HEALTH AND SOCIAL SERVICES
PRIVATE BAG 13198
WINDHOEK**

Enquiries: Ms. Joyce T. Shatilwe, **Tel.:** 061-2032515

**DIRECTORATE HEALTH TECHNOLOGY & INFRASTRUCTURE MANAGEMENT
SUBDIVISION: HEALTH FACILITY REGULATIONS**

Post Designation : Chief Administrative Officer Grade 8
1x Post : Windhoek
Salary Scale : N\$ 328,189 – 392,158

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

Additional Requirements: A Diploma in Public Administration/ Business Administration plus three (3) years' experience in General Administration.

Enquiries: Mrs. G.N. Mundia, **Tel.:** 061-2032126

**DIRECTORATE: HARDAP REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: MARIENTAL
SUBDIVISION: SOCIAL WELFARE SERVICES**

Post Designation : Social Worker Grade 8
1x Post : Mariental Hospital
Scale Salary : N\$220,828 – 263,911
Housing Allowance : N\$13,080 per annum
Transport Allowance : N\$7,680 per annum

Minimum Requirements: Registration as a Social Worker with the Health Professions Council of Namibia.

Enquiries: Ms. M.R. Julius, Mrs. R. Von Watzdorf, Tel 063-245 532/21

**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: MARIENTAL
SUBDIVISION: DISTRICT HOSPITAL MARIENTAL
SECTION: NURSING SERVICES
SUBSECTION: THEATRE AND CCSD**

Post Designation : Registered Nurse Grade 8
1x Post : Mariental Hospital
Scale Salary : N\$220,828 – 263,911
Housing Allowance : N\$13,080 per annum
Transport Allowance : N\$7,680 per annum

Minimum Requirements: Registration as a Registered Nurse with the Health Professions Council of Namibia.

Additional Requirements: The candidate must have Theatre Technic skills or experience.

Enquiries: Ms. M.R. Julius, Mrs. T. Windstaan, Tel 063-245 532/59

No faxed or emailed applications will be considered.

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

A completely Application form (on form 156043, obtainable at Government Offices) together with comprehensive curriculum vitae and certified educational qualifications and Identity document (s) must be submitted to:

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

OR

Hand delivered at:
Human Resource Office
Hardap Regional Office
Prosopies Weg 388 Mariental

DIRECTORATE: DIRECTORATE: SOCIAL WELFARE SERVICES
DIVISION: DEVELOPMENTAL SOCIAL WELFARE SERVICES
SUBDIVISION: FAMILY WELFARE PROGRAM

Post Designation : Senior Social Worker Grade 7
2x Post : Windhoek
Salary Scale : N\$ 269,189 – N\$ 321,707

Minimum Requirements: A Bachelor of Arts in Social Work on NQF level 7 and Registration with the Social Work and Psychology of Namibia plus 3 years' experience as a Social Worker (Grade 8).

Additional requirements: Applicant must be computer literate, driver's license code BE (older than 12 months) and authorization to drive government vehicles. Confirmation of probation as Social Worker Grade 8 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 parenting, 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

Address:

The Executive Director
Ministry of Health and Social Services
Private Bag 13198
WINDHOEK

DIRECTORATE: ZAMBEZI REGION
SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation : Specialist Grade 4 (Anesthetist)
1 x Post : Katima Mulilo Hospital
Salary Scale : N\$ 512 809 (P)
Housing Allowance : N\$ 68 188 per annum
Motor Vehicle Allowance : N\$ 102 701 per annum
Fixed Overtime : N\$ 249 994 per annum

Requirements: Registration as a Specialist in Anesthesia.

Enquiries: Mrs. Agnes Mwilima; Ms. Jannety Chilinda: Tel: 066 – 251400 Tel: 066 – 251400

The Regional Director
Zambezi Health Directorate
Private Bag 1081
Katima Mulilo

MINISTRY OF HIGHER EDUCATION, TRAINING AND INNOVATION

DEPARTMENT RESEARCH, INNOVATION AND TRAINING

DIRECTORATE: VOCATIONAL EDUCATION AND TRAINING

DIVISION: TRAINING

Post Designation	:	Chief Education Officer Grade 5
1xPost	:	Windhoek
Scale of Salary	:	N\$ 4000,001 – 478,220
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$ 7,680 per annum

Minimum Requirements:

An appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience **OR** An appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience.

Additional requirements: Candidates with a Degree or equivalent in Adult Education or Technical Vocational Education and Training (TVET) would be an added advantage.

Main Responsibilities: To assist in the development, coordination, promotion and implementation of Technical Vocational Education and Training programmes. Inspecting TVET training providers and advise them on the development of curriculum, instructional materials and the introduction of new training standards. Researching into new development in TVET and TVET teachers training programmes. Conducting curriculum development workshops and seminars for designated courses and trades.

Job Characteristics: Working knowledge of standard computer programs and their applications. The incumbent will at all times familiarize him/her with the rules, regulations, policies and relevant acts that has bearing on his/her operation and specifically on his/her duties. This will include international development in the area of his/her responsibility.

Enquiries: Mr Muvaterra Ndjoze-Siririka, Director- Tel. 061- 435 6022: Vocational Education and Training.

Note: All applications should be done on the Amended Form **156043 & 156094**, (obtainable at any government office) All foreign obtained qualification(s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. No documents will be returned.

Applications should be addressed to:

The Executive Director
Ministry of Higher Education, Training and Innovation
Private Bag 13406
Windhoek

OR

Hand deliver at:
Government Office Park
Luther Street,
Ministry of Education Building
First Floor, Left wing, room 144B.

MINISTRY OF LAND REFORM

DIVISION: GENERAL SERVICES

SUBDIVISION: FINANCE

SECTION: INCOME AND BUDGET CONTROL

Post Designation	:	Senior Accountant Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$ 269,189 - N\$ 321,707 per annum
Transport allowance	:	N\$ 7,680.00 per annum
Housing allowance	:	N\$ 13,080 per annum

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

- Implementing and interpretation of all financial legislations (State Finance Act, Treasury Instructions), staff rules and regulations, Public Procurement Act, Labour Act, Affirmative Action Act, etc;
- Supervision and in-service-training of junior staff members;
- Checking and procession of creditor pro formas;
- Journal entries with regard to incorrect ledgers, reconciliation of commitment registers with the ledgers;
- Assist with the bank reconciliation and reconciliation of suspense accounts;
- Assist with the compilation of the annual budget;
- Supervision of the preparation of 0328 and 0327 for MoF;
- Processing the debit acceptances;
- Handling of routine inquiries;
- Custody of safe keys and cheques;
- Preparation of budget forward plans and TAWs;
- Examine payments and ensure that documents are in order;
- Assist in solving audit queries;
- Control payments;
- In charge of creditors, bookkeeping section and reconciliation expenditure;
- Drafting Annual financial Budget;
- Prepare submissions to the Treasury-Ministry of Finance;
- Prepare submission to the Central Procurement Board;
- Drafting of the yearly appropriate Accounts
- General report to the Auditor
- Allocation of money received for the Ministry
- Any other duties assigned by the supervisor.

DIVISION GENERAL SERVICES

SUBDIVISION MAINTENANCE

SECTION WATER INFRASTRUCTURE

Post Designation	:	Artisan Foreman Grade 9 Civil/Mechanical/Electrical)
1xPost	:	Windhoek
Salary Scale	:	N\$ 180,505 - N\$ 216,499 per annum
Transport allowance	:	N\$ 7,680.00 per annum
Housing allowance	:	N\$ 10,464 per annum

Minimum requirements: A Completed apprenticeship or a trade Diploma issued in terms of existing legislation plus (6) years of appropriate experience in maintenance, repair of water installations, dealing with water supply, specifically borehole infrastructure, hydraulic water test, test pumping, cleaning of borehole and other minor repairs on diesel engine, solar pumps and wind mills.

Additional requirements: A valid driver's license.

Main Duties

- Provide input for drawing up of the annual maintenance plan and budget.
- Draw up the quarterly maintenance schedule together with the Senior Artisan Foreman.
- Provide quality assurance standards for all Artisans.
- Handle unplanned requests for maintenance.
- Decide on whether work is to be completed in-house or to be contracted out in consultation with Senior Artisan Foreman.
- Complete recommendation for work to be contracted out to the inspectorate.
- Calculate bills of quantities and organize jobs.
- Allocate work to Artisans and teams.
- Identify/screen the materials and equipment needed per job.
- Obtain quotations or provide input to prepare tenders for materials as per financial regulations.
- Evaluate quotes and provide inputs for recommendations to the Senior Artisan Foreman.
- Obtain information to ensure that materials to be ordered remain abreast of technological advancements.
- Any other duties that may be assigned from time to time.

**DIVISION GENERAL SERVICES
SUBDIVISION MAINTENANCE
SECTION MECHANICAL**

Post Designation	:	Artisan Foreman Grade 9 (Air conditioning & Refrigeration)
1xPost	:	Windhoek
Salary Scale	:	N\$180,505 - N\$ 216,499 per annum
Transport allowance	:	N\$7,680.00 per annum
Housing allowance	:	N\$13,080 per annum

Minimum Requirements: A Completed apprenticeship or a trade Diploma issued in terms of existing legislation plus six (6) appropriate experience in mechanical maintenance (air conditioning & refrigeration).

Main duties

- Provide input for drawing up of the annual maintenance plan and budget.
- Draw up the quarterly maintenance schedule together with the Senior Artisan Foreman.
- Provide quality assurance standards for all Artisans.
- Handle unplanned requests for maintenance.
- Decide on whether work is to be completed in-house or to be contracted out in consultation with Senior Artisan Foreman.
- Complete recommendation for work to be contracted out to the inspectorate.
- Calculate bills of quantities and organize jobs.
- Allocate work to Artisans and teams.
- Identify/screen the materials and equipment needed per job.
- Obtain quotations or provide input to prepare tenders for materials as per financial regulations.
- Evaluate quotes and provide inputs for recommendations to the Senior Artisan Foreman.
- Obtain information to ensure that materials to be ordered remain abreast of technological advancements.
- Perform any other duties as may be assigned from time to time.

Enquiries: Ms Njahi Mushe, Telephone: 061-2965328

NB: All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority. Applications must be completed on form 156043, which is obtainable at any Government office, with certified copies of qualifications, identity documents and a comprehensive CV attached to it. Incomplete applications shall not be considered. Women and people with disabilities are encouraged to apply.

Applications must be forwarded to:

The Executive Director
Ministry of Land Reform
Private Bag 13343
Windhoek

OR

Hand delivered
Ministry of Land Reform
No.55 Robert Mugabe Avenue
Windhoek

MINISTRY OF MINES AND ENERGY

DIRECTORATE ADMINISTRATION SERVICES DIVISION: HUMAN RESOURCES AND FINANCE MANAGEMENT SECTION: CREDITORS

Post Designation	:	Senior Accountant Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$269, 89-321,707
Benefits	:	
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: An appropriate 3-year tertiary qualification or (equivalent qualification) majoring in Accounting on NQF L6 plus seven (7) years appropriate experience in the finance field.

Additional Requirements: The applicant must have strong supervision and writing skills. Computer literacy will be an added advantage.

Key Responsibilities:

- Perform reconciliation of DSA & EFT suspense accounts;
- Ensure recovery of DSA outstanding debts;
- Coordinate & oversee the functions of the Creditors Section.

DIRECTORATE ADMINISTRATION SERVICES DIVISION: AUXILIARY SERVICES AND RECORDS MANAGEMENT

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Windhoek
Salary Scale	:	N\$1 47,485-176,895
Benefits	:	
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification NQF L6 plus 1 year appropriate experience or a Grade 12 certificate NQF L3 plus 3 years appropriate experience.

Additional Requirements: The applicant must have good writing skills. Experience in procurement and computer literacy will be an added advantage.

Key Responsibilities:

- Perform functions under the Procurement Management Unit (PMU);
- Supervision of the team;
- Perform any other duties as may be delegated.

DIRECTORATE ADMINISTRATION SERVICES DIVISION: AUXILIARY SERVICES AND RECORDS MANAGEMENT

Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 220,828-263,911
Benefits	:	
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification NQF L6 plus 6 years appropriate experience.

Additional Requirements: An appropriate B. degree on NQF L 7, Public Administration/Management and Business Administration will be an added advantage as well as experience in procurement.

Key Responsibilities:

- Supervise and direct administrative functions of the Procurement Management Unit (PMU);
- Assist the Head of PMU with the preparation of Annual Procurement Plan;
- Coordinate the Procurement Committee Meetings;
- Perform any other duties as may be delegated.

Enquiries: Human Resources Division: Ms. Rebeka Naboth / Ms. Paulina Angala
Telephone: 061-284 8111

Applications must be Namibian citizens and/or public servants. Applications (Government employment application 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 Mines and Energy
Private Bag 13297

Windhoek

Attractive range of benefits includes 13th cheque, pension fund, medical aid scheme, assistance with relocation expenses, vacation and sick leave. ***Previously disadvantaged persons, women and people with disabilities are strongly encouraged to apply.***

NB: Kindly note that all foreign qualifications should be evaluated by the Namibian Qualifications Authority (NQA). All Public Servants should forward the applications via their respective Human Resources Department.

**MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE
OFFICE OF THE EXECUTIVE DIRECTOR**

Post designation	:	Chief Internal Auditor Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 328 139 x P- 392 158
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680 per annum

Appointment Requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 plus 6 years appropriate experience. Post Graduate/Honors Degree at NQF Level 8 plus 6 years of experience in the Auditing field of which at least 3 years should be Auditor/Senior Auditor level will be an added advantage. Confirmation of probation is subject to the issuing of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance on advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

Key Responsibilities

- Facilitate implementation of audit plans within defined time and resource limits.
- On a monthly, quarterly and annual basis, review progress against individual and Directorates plans and against all internal policies.
- Apply audit standards, procedures and techniques to ensure proven audit findings.
- Initiate, plan and conduct audits for the Ministry.
- Ensure auditing of various financial and non-financial system of the Ministry.
- Compile annual audit work plan and audit programmes together with strategies for dealing with unplanned requests for special investigations.
- Assure follow up of audit findings to ensure adequacy and timeliness of correction and implementation thereof. Handle audit queries.
- Review each permanent file assigned for auditing and ensure that documents in the permanent file, annual file (audit working papers) are organized, referenced and cross-referenced.
- Monitor work progress on each assigned audit and submit monthly progress report to the Executive Director.
- Conduct briefing and debriefing meetings with clients. Review and assess the work of Internal Auditor. Confers, advises, initiates and coordinates with other divisions and departments about policies and procedures.
- Contribute to the development and implementation of the Internal Audit Division's professional, training and administrative strategy, as set out in the approved annual and medium term audit plans.
- Assess the adequacy of accounting and internal control systems to monitor expenditure and safeguard assets.
- Ensure cash and other assets are adequately insured against loss. Audit capital projects.
- Audit fleet management, procurement and human resources management.
- Monitor and evaluate annual work plan and report progress to the Council.
- Carry out any other official duties assigned from time to time.

Please Note: Candidacy is not limited to Public Servants only. Preference will be given to all Namibian citizens. Applications must be done on Form 156043, (obtainable at any government office) accompanied by a comprehensive CV and certified copies of qualification(s) and identity document. All foreign obtained qualification(s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). Candidates within the Public Service, must attach proof of probation confirmation letters. **Failure to**

submit all required document(s) will automatically disqualify the applicant. In terms, of the Affirmative Acton Plan, qualifying women and person with disabilities are encouraged to apply. Only short listed candidates will be contacted and no personal documents will be returned.

Enquiries: Mrs Emma Kantema-Gaomas, Tel. 061- 2706528/Mr Twekulineekela MM Haiduwa, Tel. 061- 2706162

The Executive Director
Ministry of Sport, Youth and National Service
Private Bag 13391

Windhoek

Or hand deliver at:

Human Resource Office
Ministry of Sport, Youth and National Service
Government Offices Park, Luther Street
Ministry of Education Building
2nd Floor, Room 201, West Wing

Windhoek

MINISTRY OF PUBLIC ENTERPRISES

DIRECTORATE: LEGAL ADVICE

Post Designation : Private Secretary, Grade 9
1x Post : Windhoek
Scale of Salary : N\$180,505-216,499

Minimum Requirements: An appropriate National Diploma or equivalent on NQF L6

Additional requirements: 2 years experience in office administration.

Main Responsibility:

- Managing the Office of the Director
- Assist with the day to day operations of the Directorate : Legal Advice
- Carry out the day to day administration
- Typing of letters , documents , and manuscripts
- Receiving , screening and channeling of telephone calls and visitors
- Making appointments , reservations and travelling arrangements
- Performing clerical work
- Ordering of office supplies
- Taking of minute at meetings where so required
- Serving and arranging for provision of refreshments
- Taking of photocopies and collecting /delivering of documents
- Filing and safe-keeping of all legal documents were so required ;
- Undertake any other relevant duties that may be assigned from time to time by the Director

Candidate should be able to demonstrate the following competencies through track record and interview:

- Applicant must have proficiency in writing and speaking of English
- Good writing skills and communication skills
- Office and Telephone etiquettes
- Competent in using computer programs such as Word, Excel and Power Point
- Good Team player

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

NB: Failure to complete all items on the application form for employment and not attaching the necessary documents, your application will be disqualified.

An application (on form 156043 obtainable at all Government Offices) together with a Comprehensive curriculum vitae and certified copies of educational qualification must be addressed to:

The Executive Director
Ministry of Public Enterprises
P/Bag 13408

Windhoek

Enquiries: Mrs. Martha N Domingos

Director: Directorate Legal Advice

ERONGO REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION

DIVISION: ADMINISTRATION

SUBDIVISION: OTJIMBINGWE SETTLEMENT

Post designation	:	Senior Administration Officer Grade 10
1xPost	:	Otjimbingwe
Salary scale	:	N\$147,485-176,895
Notch	:	N\$147,485 (per annum)

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

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

Main duties:

- Assist in the development of Strategic and Management plans.
- Provide budgetary inputs to the Control Administrative Officer.
- Identify staffing needs/resources.
- Identify training needs of subordinates and submit proposals.
- Responsible for minute-taking at Settlement Advisory Committee meetings.
- Attend to customer complaints on basic services.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralised build together program, allocation of plots.
- Organise community meetings on instruction of the Chief Control Officer or Settlement Development Committees.
- Serve as the Secretary during the Settlement Development Committee meetings.
- Responsible for the compilation of monthly settlement activity report.
- Responsible for the cleanliness and image of settlement buildings and premises.
- Responsible for the updating of settlement inventory registers and sheets.
- Responsible for the daily supervision of municipal services within settlement areas.
- Authorise the issuing/receipt vouchers and Counter Books.
- Receive and issue stock.
- Update various registers e.g. Loan Register, Main Register etc., distribution and Counter books.
- Prepare log sheets.
- Certify invoices of contractors entered with the Council.
- Carry out any other duties assigned from time to time.

Enquiries: Ms SJ Visagie 064-4105719 or Ms Elise Haindongo 064 410 5738

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

The Chief Regional Officer

Erongo Regional Council

Private Bag 5019

SWAKOPMUND

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

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

Faxed applications will not be considered.

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

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

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

HARDAP REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: FINANCE

Post Designation	:	Senior Accountant Grade 7
1xPost	:	Mariental
Salary Scale	:	N\$ 269,189 – N\$ 321,707
Housing Allowance	:	N\$ 13,080.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Appointment Requirement: An appropriate Diploma on NQF Level 6 majoring in accounting plus three (3) years approximate appropriate experience.

Additional Requirements: Knowledge in Pastel Evolution and VIP systems. A valid driver's license, Code BE.

Enquiries: Ms. E. Hanse, Deputy Director, **Tel:** 063 - 245844

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION DIVISION: POPULATION AND STATISTICS

Post Designation	:	Chief Development Planner Grade 6
1xPost	:	Mariental
Salary Scale	:	N\$ 328,139 – N\$ 392,158
Housing Allowance	:	N\$ 13,080.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Appointment Requirement: An appropriate Diploma on NQF Level 7 plus six (6) years approximate appropriate experience.

Additional Requirements: A valid driver's license, Code BE.

Enquiries: Ms. K. Hungi, Acting Deputy Director, **Tel:** 063 - 245881

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION DIVISION: POPULATION AND STATISTICS

Post Designation	:	Statistician Grade 8
1xPost	:	Mariental
Salary Scale	:	N\$ 220,828 – N\$ 263,911
Housing Allowance	:	N\$ 13,080.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Appointment Requirement: An appropriate Diploma on NQF Level 7 or equivalent qualification, majoring in one or more of the following subjects: Mathematics, Mathematics Statistics, Econometrics, Biometrics, Operational Research, Statistics, Economy, Accountancy, Demography, Computer Science, Sociology, Geography, and one or more of the above-mentioned as additional subjects.

Additional Requirements: A valid driver's license, Code BE.

Enquiries: Ms. K. Hungi, Acting Deputy Director, **Tel:** 063 - 245881

**DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: HUMAN RESOURCE MANAGEMENT**

Post Designation	:	Human Resource Practitioner Grade 8
1xPost	:	Mariental
Salary Scale	:	N\$ 220,828 – N\$ 263,911
Housing Allowance	:	N\$ 13,080.00 per annum
Transport Allowance	:	N\$ 7,680.00 per annum

Appointment Requirement: A National Diploma majoring in human resource on NQF L 6.

Additional Requirements: A valid driver's license, Code BE.

Enquiries: Mr. W. Coetzee, Deputy Director, **Tel:** 063 - 245800

**DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUB- DIVISION: CONSTITUENCY SUPPORT**

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

Appointment Requirement: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) approximate appropriate experience.
Or

A Grade 12 Certificate (NQF Level 3) plus three (3) years approximate appropriate experience.

Additional Requirements: Experience in settlement / Constituency administration will be an added advantage. A valid driver's license, Code BE.

Enquiries: Mr. A. Skrywer, Acting Deputy Director, **Tel:** 063 - 245800

**DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUB- DIVISION: AUXILIARY SERVICE
SECTION: PROCUREMENT AND STOCK**

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

Appointment Requirement: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) approximate appropriate experience.
Or

A Grade 12 Certificate (NQF Level 3) plus three (3) years approximate appropriate experience.

Additional Requirements: A valid driver's license, Code BE.

Enquiries: Mr. A. Skrywer, Acting Deputy Director, **Tel:** 063 - 2458834

NB: All **foreign qualifications** must be submitted with an **evaluation report of qualifications from Namibia Qualifications Authority**. All applications must be done on the **new employment application** form 156043 and 156094 obtainable at all Government Offices together with a **comprehensive CV and certified copies of educational qualifications, proof of identification, testimonials** and any other relevant documents. **Note must be taken that competitions for vacancies in the Public Service have been limited. Public Servants must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.** Public Servants are requested to apply through their Human Resources Management Offices under cover form zo/352(i). **People with disabilities are encouraged to apply.** Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

Applications must be addressed to:
The Acting Chief Regional Officer
Hardap Regional Council
Private Bag 2017
MARIENTAL

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SECTION: CERCUIT OFFICES

Post Designation : Inspector of Education Grade 5
2xPosts : (a) Ndiyona Circuit Office
(b) Shinyungwe Circuit Office
Scale of Salary : N\$ 4000,001 – 478,220

Appointment requirements: A recognized 4-year B. Degree on NQF L7 **plus** a teaching qualification plus 9 years teaching experience.

Supplementary selection requirements:

Preference will be given to candidates in possession of teaching qualifications on the level of Honours or higher qualification. Limitation of open competition rule will apply. If relaxed, commission's reference no. and date.

Enquiries: Mr. W.K. Ndumba (066-2589025), Mr. P.N. Sifire (066-2589216) **OR** Ms. D.S.K. Kangowa (066-2589208).

DIVISION: PLANNING AND DEVELOPMENT

Post Designation : Chief Education Officer Grade 5
1xPost : Rundu
Scale of Salary : N\$ 4000,001 – 478,220

Appointment requirements: An appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience.

OR

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

Supplementary selection requirements of the vacant post (s):

Preference will be given to candidates in possession of teaching qualifications on the level of Honours or higher qualification. Limitation of open competition rule will apply. If relaxed, commission's reference no. and date:

Enquiries: Mr. W.K. Ndumba (066-2589025), Mr. P.N. Sifire (066-2589216) **OR** Ms. D.S.K. Kangowa (066-2589208).

SUBDIVISION: ADULT AND CONTINUING EDUCATION

Post Designation : Education Officer Grade 9
1xPost : Mukwe District
Scale of Salary : N\$ N\$ 180,505 xp- 216,499

Appointment requirements: An appropriate Degree or equivalent qualification on NQF L6.

Supplementary selection requirement:

Preference will be given to candidates in possession of teaching qualifications on NQF level 6 or BED (Teaching or Adult Education) A valid driver's license and computer

literacy will serve as an added advantage. If relaxed, commission's reference no. and date:

Enquiries: Mr. W.K. Ndumba (066-2589025), Mr. P.N. Sifire (066-2589216) **OR** Ms. D.S.K. Kangowa (066-2589208).

SUBSECTION: HOSTEL ADMINISTRATION

Post Designation : Chief Hostel Matron Grade 12
1xPost : Maria Mwengere Secondary School
Scale of Salary : N\$ 99,633 xp- 119,501

Appointment requirements: A Grade 12 or equivalent qualification on NQF L3.

Supplementary selection requirement: One year experience as a Hostel matron Grade 13 will serve as an added advantage. If relaxed, commission's reference no. and date:

Enquiries: Mr. W.K. Ndumba (066-2589025), Mr. P.N. Sifire (066-2589216) **OR** Ms. D.S.K. Kangowa (066-2589208).

SECTION: SHINYUNGWE COMMUNITY LIBRARY

Post Designation : Assistant Librarian Grade 10
1xPost : Shinyungwe/ Ndiyona
Scale of Salary : N\$ 147,485 xp- 176,895

Appointment requirements: An appropriate National Diploma on NQF L6.

Supplementary selection requirements:

Preference will be given to candidates in possession of a .B degree in Library Information Services on NQF level 6. If relaxed, commission's reference no. and date:

Enquiries: Mr. W.K. Ndumba (066-2589025), Mr. P.N. Sifire (066-2589216) **OR** Ms. D.S.K. Kangowa (066-2589208).

Address:
Private Bag 2134
Rundu
Namibia

KUNENE REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SUBDIVISION: LIBRARIES AND INFORMATION SERVICES

Post designation : Senior Librarian Grade 7
1xPost : Khorixas Community Library
Scale of salary : N\$ 269,189 xp-321,707

Prescribed requirements: A Degree on NQF L7 or equivalent qualification plus three years appropriate experience.

Supplementary requirements: Preference will be given to candidates who are currently serving as a Librarian Grade 9 with an appropriate Degree in Library and Information Studies/Record Management on NQF L7 plus five (5) years appropriate experience. A valid driver's license will be an added advantage. If relaxed, Commission's reference number and date.

Enquiries: Ms Allensia Karabo, Tel 067-335000

Address:

**Kunene Regional Council
Directorate of Education, Arts and Culture
Private Bag 2007
Khorixas**

OHANGWENA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SECTION: FINANCIAL MANAGEMENT

Post designation	:	Chief Accountant Grade 6
1xPost	:	Eenhana
Scale of salary	:	N\$ 328 ,39 – 392,158
Housing allowance	:	N\$ 13,080 per annum
Transport allowance	:	N\$ 7,680 per annum

Prescribed requirements: An appropriate Diploma on NQF L6 majoring in Accounting plus six (6) years appropriate experience.

Supplementary Requirements: Preference will be given to candidates with Experience in Budget Control, Creditors, DSA, Revenue and Salaries and Allowances.

Enquiries: Sara H.L.T Ndeshimona /Akwilinus I Paulus Tel.: 065-290200

SECTION: FINANCIAL MANAGEMENT SUB SECTION: SALARIES AND ALLOWANCES

Post designation	:	Senior Accountant Grade 7
1xPost	:	Eenhana
Scale of salary	:	N\$ 269,189 – 321 707
Housing allowance	:	N\$ 13,080 per annum
Transport allowance	:	N\$ 7,680 per annum

Prescribed requirements: An appropriate Diploma on NQF L6 majoring in Accounting plus three (3) years appropriate experience.

Supplementary Requirements: Preference will be given to candidates with Extensive knowledge of Integrated Financial Management System (IFMS) Payroll module.

Enquiries: Sara H.L.T Ndeshimona /Akwilinus I Paulus, Tel.: 065-290200

Applicant should note the following:

Applicants must attach confirmation letters of probation and academic records/transcripts of their educational qualifications. Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA). Failure to complete all items on their application and not attaching all the necessary documents will disqualify the application.

Completed applications must be addressed to:

**The Regional Director
Ohangwena Regional Council
Directorate of Education, Arts and Culture
Private Bag 88005
EENHANA**

OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

Post Designation	:	Chief: Education Officer Grade 4
1x Post	:	Oshakati
Salary scale	:	N\$ 478,220 – 502,753
Motor Vehicle Allowance	:	
Capital Cost	:	N\$ 76,950-00 per annum
Running Cost	:	N\$ 25,751-00 per annum
Housing Benefit	:	N\$ 68,188-00 per annum

Appointment requirements: An appropriate Degree (or equivalent) at NQF L7 or 8 plus nine (9) years appropriate experience

Supplementary requirements:

- Preference will be given to candidates with appropriate B. Degree on NQF Level 8 in Education plus twelve (12) years appropriate experience in the field of teaching and learning
- Computer literate and a valid driver's licence holder

NB:

- Candidate must ensure that copy of confirmation of probation in their current position is attached to their application form.
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/transcript of their qualifications.
- Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

Public Service application form for employment 156043 and health questionnaire form 156094 together with comprehensive curriculum vitae and all relevant certified copies of all educational / academic qualifications and the proof of Namibian citizenship must be addressed to:

Enquiries: Ms. Anna Andumba/Ms. Aune Shiimi, **Tel** 065-229800

Oshana Regional Council
Directorate of Education, Arts & Culture
Private Bag 5518
OSHAKATI

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE : GENERAL SERVICES

DIVISION: ADMINISTRATION

SUBDIVISION: ONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Okankolo Constituency Office
Scale of salary	:	N\$ 328,139 – 392,158
Housing Allowance	:	N\$ 1,090.00 per month
Transport Allowance	:	N\$ 640.00 per month
Remoteness Allowance	:	N\$ 1,150.00 per month

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF level 6. Candidates must have 6 years appropriate experience in administration of which two (2) years must be at supervisory level.

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

SECTION: INTERNAL AUDIT

Post Designation	:	Internal Auditor Grade 8
1x Post	:	Omuthiya Head Office
Scale of salary	:	N\$220, 828 – 263, 911
Housing Allowance	:	N\$ 1,090.00 per month
Transport Allowance	:	N\$ 640.00 per month

Minimum requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 plus 3 years appropriate experience. Confirmation of probation is subject to the issuing of a certificate of successful completion of internal training course by the Executive Director: Ministry of Finance on the advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

Enquiries: Mr Thomas Imene – Tel: 065 - 244800

All applications must be addressed to:

**The Chief Regional Officer
Oshikoto Regional Council
P.O. Box 19247
Omuthiya**

ZAMBEZI REGIONAL COUNCIL

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION

DIVISION: REGIONAL PLANNING

SUBDIVISION: POPULATION AND STATISTICS

Post Designation	:	Development Planner Grade 6
1xPost	:	Katima Mulilo
Salary Scale	:	N\$ 328,139 - N\$ 392,158
Housing :Allowance	:	N\$13,080 pa
Transport Allowance	:	N\$ 7,680 pa

Minimum Requirements: A Bachelors Degree (or equivalent qualification at NQF Level 7, Majoring in one or more of the following: Statistics; Demography; Mathematics; Economics; Geography and one or more of the above mentioned as additional subjects.

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13th cheque in the birth month, optional membership to a generous medical medical aid scheme is available and various leave benefits under certain conditions.

Summary of duties:

- The staff member will be responsible for the Interpretation of policies and implementation of policy frameworks at the Regional Council, Provide technical input in the Directorate operational plan in line with the strategic plan;
- assess the compiled data, report, and advice the Council and other stakeholders on population and statistics related issues;
- conduct regional research on population and statistics for decision making and socio-economic development;
- ensure that the regional data base is updated on time e.g. NAMINFO and GIS;
- implement plans within defined time and resource limits;
- liaise with Central Bureau of Statistics in the National Planning Commission and other data collector to harmonize regional data;
- identify staff training and development needs and make recommendations, appraise staff and make recommendations;
- ensure adherence to relevant policies and procedures; and
- Ensure that the work schedule of subordinates is supervised and program targets are met.

The incumbent must be knowledgeable (familiar) with the following:

Statistical Package of Social Science (SPSS); Public Service Act, 1980 (Act 2 of 1980) as amended; Public Service Act, 1995 (Act 13 of 1995); State Finance Act, 1991 (Act 31 of 1991); Regional Councils Act, 1992 (Act 22 of 1992) as amended; Regional Councils Amendment Act, 2000 (Act 21 of 2000); Public Service Staff Rules; Budget guidelines and financial policies; Familiar with the National Population Census reports (1991 & 2001); National Population policy; National Household Income and Expenditure Surveys Statistical Act 1976 (Act 66 of 1976).

The incumbent must have the following skills:

Arithmetic skills, Data analysis, Report writing, Research methods, Interpersonal and communication skills and Computer skills.

Enquiries: Mr Cletius Mubita, Deputy Director: Planning and Development 066- 261716

DIRECTORATE: REGIONAL DEVELOPMENT INTEGRATION
DIVISION: RURAL SERVICES
SECTION: HIV/AIDS

Post Designation	:	Community Liaison Officer Grade 9
1xPost	:	Katima Mulilo
Salary Scale	:	N\$ 180,505 - N\$ 216,499
Housing Allowance	:	N\$10,464 pa
Transport Allowance	:	N\$ 7,680 pa

Minimum Requirements: An appropriate National Diploma or equivalent qualification at NQF Level 6.

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13th cheque in the birth month, optional membership to a generous medical medical aid scheme is available and various leave benefits under certain conditions.

Summary of duties:

- The staff member has to supervise effective evaluation tools to monitor process of regional HIV and AIDS plan,
- to compile a list of and facilitate access to available services for HIV infected persons and those suffering from Aids,
- to strengthen the existing of home based care programmes,
- provide input on the preparation of the operational plan and budget,
- to coordinate sub-regional structures Constituency Aids coordinating Committee and preparation of minutes and agenda,
- carry out AIDS sensitization meetings, assist in organizing events within the region as well as to facilitate the identification of areas for research and analysis,
- Ensure proper distribution of condoms and information education and communication materials and to conduct support visits to the constituency Aids coordinating committees.

Enquiries: Ms Namasiku Mathe, Acting Deputy Director: Rural Services 066- 261773

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

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Kongola
Salary Scale	:	N\$ 147,485 - N\$ 176,895
Housing Allowance	:	N\$10,464 pa
Transport Allowance	:	N\$ 7,680 pa

Minimum Requirements: A National Diploma or equivalent qualification in Administration on NQF Level 6.

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13th cheque in the birth month, optional membership to a generous medical medical aid scheme is available and various leave benefits under certain conditions.

Summary of duties:

- Implement relevant Regional Council policies, Rules and Regulations, organize community meetings on the requests of the Control Administrative Officer Grade 6;
- supervise subordinates and provide inputs for the compilation of the Constituency Development Committee monthly reports;
- provide budgetary inputs to the Control Administrative Officer Grade 6, responsible for minute-taking at Constituency Development Committee meetings on request, assist with procurement at Constituency Office;
- receive and channel all correspondences timely;
- responsible for proper filing of official documentation, identify training needs of subordinates and submit proposals to the Control Administrative Officer Grade 6;
- Attend to customer complaints on basic services and responsible for the updating of Constituency office inventory registers.

NB: Note must be taken that:

An application should be made (on form 156043) obtained at all Government offices together with a comprehensive curriculum vitae and certified copies of educational qualifications, and academic transcripts and a letter of confirmation of probation.

Prospective applicants who do not meet the prescribed minimum qualification requirements as outlined above are advised not to apply. Only candidates who meet the prescribed qualification requirements will be considered for possible shortlisting.

Foreign qualifications should be accompanied by NQA evaluation report and be attached to the application form for employment. Failure to complete all items on the application form for employment and not attaching the necessary documents will lead to the disqualification of the application. Women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.

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

Enquiries: Mr David Matengu, Acting Deputy Director: Administration 066- 261755

All applications on (form 156043) should be addressed to:

**The Chief Regional Officer
Zambezi Regional Council
Private Bag 5002
Katima Mulilo**
