



REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER

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Ref.: **13/18/5**
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Department Public Service Management
IGI House, 44 Post Street Mall
PO Box 1117
WINDHOEK

26 MAY 2026

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

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. D OF 2026

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 vacancy requests for advertisements from OMAs and RCs, are to be forwarded by e-mail to **Mr. Petrus Muhepa** at Petrus.Muhepa@opm.gov.na, not later than the 10th of each month at 14H00. **The Offices/Ministries/Agencies and Regional Councils 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.**

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2. Offices/Ministries/Agencies and Regional Councils 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 and Regional Councils 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 and Regional Councils 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. Suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

- (i) **Applications (on form 156043) must be addressed to the Executive Director of the relevant Office/Ministry/Agency or Chief Regional Officer of the Regional Council at the address indicated in the annexure and must be submitted via the Human Resource Office.**
- (ii) **Applications for these positions advertised herein, must be made on the NEW revised Application for Employment 156043 and Health Questionnaire 156094 which are obtainable at all Government Offices/Ministries/Agencies or Regional Councils and must be completed in full. Failure to complete all items or sections of the application form and not attaching the necessary documents will disqualify the application.**
- (iii) **Applications must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).**
- (iv) **All parts of the application form must be completed. Where the space in parts G and F of the application form are inadequate, it is acceptable for the candidate to refer to the CV for details.**

(v) **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).

(vi) 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).

(vii) 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 and Regional Councils of Candidates

(i) Each application that is received by the Human Resource Office must be submitted to the relevant Office/Ministry/Agency and Regional Councils at the address indicated in the annexure, under cover of the prescribed form ZO/352(1).

(ii) Representations for retention of services:

- The Public Service Commission considers the movement of staff members on promotion between Offices/Ministries and Agencies as a sound staff practice and it will consider applications for the retention of services only in exceptional circumstances.
- Representations in this connection must, at the time when the prescribed form ZO/352(1) is forwarded, be directed to the Commission. A remark to this effect in remark column is not permissible. The Commission will not receive representations received after it has already made a recommendation for filling of a post, which involved transfer between Offices/Ministries/Agencies. Once approved the transferred staff member is in the employ of the new Office/Ministry/Agency.
- Any temporary arrangements between the affected two Executive Directors for the short-term retention of the staff member will be mutual agreement between those permanent secretaries. If

necessary formal secondment can be resorted to if the situation so dictates (*vide* PSSR BVII/IX on secondment)

(c) To the Offices/Ministries/Agencies and Regional Councils 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.

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. **Staff members who are employed as additional to the approved establishment in the Public Service are encouraged to apply.**
- 7. **CLOSING DATE: 26 JUNE 2026**

Signed by Joyce W. Mukubi
JOYCE W. MUKUBI
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

MINISTRY OF AGRICULTURE, FISHERIES, WATER, AND LAND REFORM DEPARTMENT OF WATER AFFAIRS

Post designation	:	Deputy Executive Director Grade 2
1x Post	:	Windhoek
Salary Scale	:	N\$ 630, 335 - N\$ 668, 916
Housing Benefits	:	N\$ 142, 104 per annum
Motor Vehicle Allowance	:	N\$ 149, 341 per annum (Capital and Running costs) per annum

Appointment requirements: An appropriate Bachelor's Degree in Water Science on NQF Level 7 plus nine (9) years appropriate experience.

Additional requirements: A Master's Degree in water-related fields will serve as an added advantage.

Main Responsibilities:

The post of Deputy Executive Director is that of Department Head of Water Affairs; therefore, it requires a detailed understanding of water in relation to the 14 Regions of the Republic of Namibia. The post requires the incumbent to demonstrate leadership, vision, diplomacy, firmness, decision-making, equity and communication skills. With the advent of the Joint World Bank Water Sector Management Review, the incumbent will also be required to demonstrate skills in terms of change management, including consultation and motivation with regard to the Department and indeed, stakeholders within the Water Sector.

The Deputy Executive Director of Water Affairs will report and support the Executive Director in respect of all matters pertaining to the core functions of the Ministry with regard to the judicious use, conservation and development of water in the Republic of Namibia.

Specific responsibilities:

- Management of the Department of Water Affairs
- Establishment of and adherence to the Annual Recurrent Development Budget of the Ministry in respect of the Department;
- Controlling water allocation, borehole drilling and waste disposal permits;
- Liaise with development partners- Donors and NGOs;
- Ensure liaison between the Republic of Namibia and neighbouring States with respect to shared water resources.
- Delegate member of various water and/or commissions;
- Ensuring liaison and smooth co-operation with Namwater;
- Providing direction through leadership in pursuing the objectives of the Ministry in respect of the Department;
- Ensuring liaison with the National Planning Commission and other Ministries with respect to water projects;
- Advising the Minister, Deputy Minister, and Executive Director in respect of water matters;

- Ensuring compliance with the Water Act by the Ministry and citizens of Namibia;
- Ensuring smooth operation of the Directorate of Water Supply and Sanitation Coordination and the Directorate of Water Resource Management;
- Any other duties in line with the functions of the Department.

NB: Appointment to this position is subject to security clearance (Vetting).

Enquiries: Ms. Selma Angula, Tel. 061 205 3053, Ms. Anna P. Nakathingo, Tel. 061 208 7374

**DEPARTMENT PLANNING MARKETING AND ADMINISTRATION
DIRECTORATE GENERAL SERVICES**

Post designation	:	Director Grade 3
1 x Post	:	Windhoek
Scale of salary	:	N\$ 582, 333- N\$ 617, 976
Salary Notch	:	N\$ 582, 333 per annum
Housing Benefit	:	N\$ 131, 280 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$ 94, 178 per annum
Running cost	:	N\$ 29, 455 per annum

Minimum requirement: An appropriate Bachelor Degree on NQF Level 7 plus nine (9) years appropriate experience.

Additional Requirements:

Candidate must have served at least four (4) years must be at management level of a Deputy Director Grade 4 in the public service or equivalent level in other private sectors.

Main duties of the job: The Director of General Services will be responsible for the overall management of Finance, Human Resources, Auxiliary Services, Procurement, Plant and Fleet and Information Technology Services.

Financial Management

- Provide overall leadership and direction to ensure effective financial/budget planning, management, control and the implementation by the Ministry and other stakeholders falling under the Ministry. The specific key duties and responsibilities in this regard include:
- Advising the Executive Director/Accounting Officer and Management on all financial matters;
- Ensuring compliance and adherence to Financial Accounting Guidelines and
- Ensure timely compilation, submission and execution of annual budgets as well as financial statements and accountability reports.

Human Resources Management:

Provide overall leadership and direction in the development, implementation and coordination of national policies/legislation, guidelines/standards, staff rules and circulars on personnel and performance management in the Public Service in general and for the effective execution of the Ministry's mandate.

Auxiliary Support Services

Ensure stock and asset planning, control and management, documents management and archiving and the implementation of related initiatives such as Electronic Documents Record Management System (EDRMS). Ensure effective planning, management, control and maintenance of the Ministry's movable and immovable assets.

Procurement Management

Ensure and manage the effective performance of the procurement function of the Ministry in strict compliance with the provisions of the Public Procurement Act, 2015 (Act No. 5 of 2015) and its Regulations, and coordinate the compilation and submission of the Annual Procurement Plan to the Executive Director/ Accounting Officer.

Plant and Fleet Management - Ensure effective planning, acquisition, control and management of the vehicle fleet of the Ministry in line with Treasury instructions and national laws and regulations on transport.

Information Technology - Ensure an effective ICT infrastructure, systems and support services.

Perform any other responsibilities/ tasks as may be assigned by the Executive Director/ Accounting Officer.

Key competencies required

- Strategic thinking, Planning, leading, Interpersonal skills, Computer literacy, analytical thinking, good communication skills,
- Ability to lead, develop and motivate staff members
- Ability to develop and implement continuous improvement concept
- Skills in managing and coordinating a complex range of support structure
- Familiarity with relevant government legislation and admission procedures

Key performance area:

- Strategy, Advice, Planning & policy
- Financial policies and procedure
- Human Resources Management
- ICT Management and Development
- Plant and fleet Management
- Corporate communication
- Asset and procurement Management
- Administration and Staff Management and Leadership

NB: Appointment to this position is subject to security clearance (Vetting).

Enquiries: Mr. Simeon V. Amushelelo (DD – HRM) @ Tel 061) 208 7386 or Ms. Lydia Kuutondokwa (CHRP) @ Tel (061) 208 7451

**DEPARTMENT OF PLANNING MARKETING AND ADMINISTRATION
DIRECTORATE GENERAL SERVICES
DIVISION INTERNAL LEGAL ADMINISTRATION**

Post designation	:	Deputy Director Grade 4
1 x Post	:	Windhoek
Scale of salary	:	N\$ 543, 055 - N\$ 570, 914
Housing Benefit	:	N\$ 121 560 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$ 83, 106 per annum
Running cost	:	N\$ 27, 811 per annum

Minimum requirement: A Bachelor of Law on NQF Level 7 with a minimum of nine (9) years appropriate experience.

Main Duties

- Provide legal advice to the Ministry and assist with internal disciplinary hearing or dispute resolution,
- Representing the Ministry during conciliation and arbitration of labour cases,
- Assisting with the development and enforcement of internal policies, contracts and agreements
- Coordinating with Government Attorney and providing legal advices to the Executive Director on various cases
- Any other duties that may assigned the supervisor.

NB: Appointment to this position is subject to security clearance (Vetting).

Enquiries: Mr. Simeon V. Amushelelo @ Tel 061) 208 7386 or Ms. Lydia Kuutondokwa @ Tel (061) 208 7451

**DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION PRODUCT DEVELOPMENT, TRAINING AND QUALITY ASSURANCE**

Post designation	:	Deputy Director Grade 4
1 x Post	:	Windhoek
Scale of salary	:	N\$ 543, 055 - N\$ 570, 914
Salary Notch	:	N\$ 543, 055 per annum
Housing Benefit	:	N\$ 121, 560 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$ 83, 106 per annum
Running cost	:	N\$ 27, 811 per annum

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Minimum requirements: A B. Science Degree in any of the following fields: Agriculture or Natural Sciences at NQF Level 8 plus nine (9) years of appropriate experience in any field of agriculture.

Additional Requirements:

Candidate must have served at least five (5) years must be at the level of a Chief Agricultural Scientific Officer Grade 5 or equivalent level in the private sector. Candidates must have experience in the management of agricultural training institutions/centres.

Preference: An appropriate Master Degree on NQF level 9 will be an added advantage.

Main Responsibilities:

- The Deputy Director of Product Development, Training & Quality Assurance will be responsible for the overall
- management of developing products, implementing and managing farmers Training and analysis of various
- Agricultural products and samples.
- To provide overall leadership, management and direction in the planning, design and implementation of Technical Vocational Education and Training (TVET) and competency –based training (CBET) in the agricultural, water and forestry sector, product development, laboratory and analytical services;
- To develop, implement and review curricula for functional agricultural training and skills development (competency based);
- To facilitate, support and provide training to trainees in Irrigation Farming to enable their participation in the Green Scheme;
- To Monitor and evaluate structured training programme (theory and practice) at training centres;
- To coordinate, facilitate and provide agricultural training to all farming communities as well as other stakeholders; and
- To coordinate/facilitate demand-driven and tailor-made functional training to identified and interested target group(s) of farmers
- To compile the budget and procurement needs for the Division
- To implement the Performance Management System

Key Competencies required:

- Strategic thinking, planning, leading, interpersonal skills, computer literacy, analytical thinking, communication, negotiation, management, project planning;
- Ability to lead, motivate and develop individuals;
- Knowledge of CBET system and as well as best practices; and
- Knowledge in budgeting and financial planning.

Personality traits required:

- Analytical, Innovativeness, Assertiveness, Honesty, Integrity, Reliability, Confidentiality, Impartiality, Confidence and the ability to deal with stress. Good command for written and spoken English.

Key Performance Areas:

- Capacity Building and Skills Development;
- Curriculum and Training Material Development;
- Product Development;
- Laboratory and Analytical Services;
- Management of TVET and CBET system and Institutional Infrastructure;
- Administration and Financial Management; and
- Staff Management and Leadership

NB: Appointment to this position is subject to security clearance (Vetting).

Enquiries: Enquiries: Mr. Eddie Hasheela (061) 208 7081 or Ms. Lydia Kuufondokwa @ Tel (061) 208 7451

**DEPARTMENT OF TECHNICAL, OPERATIONS, PLANNING AND RESOURCE
MANAGEMENT
DIVISION: GENERAL SERVICES**

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$ 543, 055 – N\$ 570, 914
Motor Vehicle Allowance	:	N\$ 110, 917 per annum
Housing allowance	:	N\$ 121, 106 per annum

Appointment requirements: An appropriate Bachelor's Degree on NQF Level 7 plus nine (9) years appropriate experience in the fields of Financial Management, Human Resource Management/ and Development and Auxiliary Services.

Additional Requirements:

- Candidate must have served five (5) years or more at a supervisory level (i.e., Grade 6 or 5 or equivalent, if coming from outside the Public Service). Good knowledge of the Public Service Act, Labour Act, Affirmative Action Act, and Public Service Staff Rules, State Finance Act, Treasury Instructions, Procurement Act, Stock taking and Transport Procedures.
- Candidate must have a proven track record/experience in drafting and implementation of Ministerial Strategic Plan, Annual Plan, and Performance Management System.

Main Responsibilities:

- The incumbent will be reporting to the Deputy Executive Director and managing the Subdivisions: Auxiliary Services, Finance, Human Resource Management and Human Resources Development.
- Ensure efficient and effective administration of financial matters, General Administration (Auxiliary) and Human Resource Management and Development.
- Serve as a member of various committees in the Ministry to advise on General Services-related matters.
- Facilitate and coordinate the preparation of Ministerial Procurement submissions and proper implementation thereof.
- Responsible for the proper management of Ministerial Assets.

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- Coordination of training of staff members in the ministry.
- Coordinate capital projects in the Ministry.
- Facilitate the implementation of the Human Capital Management System (HCMS) within the Ministry.
- Ensure the implementation of Affirmative Action and the timely preparation and submission of Affirmative Action reports to OPM and the Employment Equity Commission.
- Facilitate the implementation of Employee Wellness programs in the Ministry.
- Instill High Performance Culture within the Ministry.
- Assist in the administration of the Ministerial and Directorate/ Division/Section budgets and assist in preparing correspondence and recommendations to the Ministry of Finance, Treasury, and National Planning Commission.

Enquiries: Mr. Ueritjua Kauaria, Tel: +264 61 2053110

Applications must be addressed to:

**The Executive Director
Ministry of Agriculture, Fisheries, Water and Land Reform
Private Bag 13184
WINDHOEK**

OR

**Hand delivery at:
Government Office Park, Luther Street,
Ministry of Agriculture, Fisheries, Water and Land Reform
Old Building Entrance.**

**MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND
CULTURE**

**OFFICE OF THE EXECUTIVE DIRECTOR
DIVISION: SECURITY AND RISK MANAGEMENT SERVICES**

Post Designation	:	Deputy Director: Security Operations Grade 4
1 x Post	:	Windhoek (HQ)
Salary Scale	:	N\$ 543,055 - N\$ 570,914
Motor Vehicle Allowance		
Capital Cost	:	N\$ 83, 106 p.a
Running Cost	:	N\$ 27, 811 p.a
Housing Allowance	:	N\$ 121, 560 p.a

Minimum Requirements: A B-Degree in either Security Management, Police Science, Correctional Service or Military Science on NGF Level 7 plus 9 years appropriate experience. Confirmation of probation is subject to the successful completion of the Security Awareness training for Managers by Namibia Central Intelligence Service (NCIS), and a completed police, military, correctional service or security management basic training is essential.

Supplementary Selection Requirements:

- Compliance and interpretation with the Public Service Act, Labour Act, Education Act, State Finance Act, Public Service Staff Rules, Treasury Instructions, Tender Board Regulations, and other relevant Acts and Regulations.
- Organize direct, coordinate, supervise and control the implementation and maintenance of physical security programs and plans of the Ministry by Namibian Police (NAMPOL) Officers;
- From time to time make recommendations to improve the physical security maintenance in the Ministry;
- To control, maintain monitor, direct and manage the Security Services Division in capacity of its functions of: - vetting and security clearances, security organization, security administration, security maintenance and provide security advice to all sub offices within the country;
- Ensure implementation of the physical security systems (CCTV, access control, fire detectors and intrude alarms) and standing instructions;
- Ensure that Government assets (people, information and properties) are protected;
- Coordinate and liaise with NAMPOL on security matters of this Ministry;
- Inspect, patrol, survey, oversee, observe, detect and report all physical security activities;
- To develop, review, oversee and evaluates the implementation of the various security directives, manuals and policies in the Ministry;
- Ensure the security programs such as: Physical security, personnel security, document security, ICT security and security awareness are implemented, enforced, maintained, monitored, evaluated and adhered to;

- To ensure that security policies and plans are developed, managed and strictly implemented, enforced and adhered to;
- To direct and control the execution of vetting and chair the vetting committee with regard to confidential security clearance;
- To investigate the contravention of security directives and advise the Executive Director of the Ministry in respect of appropriate steps deemed necessary as a result of such investigations;
- Be the principal security liaison officer of the Ministry with other bodies of Government;
- Provide expert advice, guidance and support to managers, supervisors and general staff members;
- Support in risk assessments and implementation of appropriate measures to mitigate specific threats, incidents and breaches; and
- Any other work related duties assigned by Supervisor.

NB: Appointment to this position is subject to security clearance (Vetting).

Enquiries: Mr Petrus Elago Tel: (061-2933240 or 061- 2933239)

Applications should be addressed to:

**Ministry of Education, Innovation, Youth, Sports, Arts & Culture
Human Resource Office
Private Bag 13186
Windhoek**

Or hand deliver to:

**Ministry of Education, Innovation, Youth, Sports, Arts & Culture
Government Office Park, Luther Street
Human Resource Office, 2nd Floor
East Wing, Room No. 275**

MINISTRY OF URBAN AND RURAL DEVELOPMENT
DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES
AFFAIRS
DIRECTORATE: DECENTRALIZATION
DIVISION: PLANNING AND DEVELOPMENT SERVICES

Post Designation	:	Deputy Director Grade 4
1 x Post	:	Windhoek
Salary Scale	:	N\$ 543, 055 – N\$ 570, 914
Capital Cost	:	N\$ 83, 106 pa
Running Cost	:	N\$ 27, 811 pa
Housing Benefit	:	N\$121,560 pa

Minimum requirements: A Bachelor Degree at NQF level 7 plus nine (9) years appropriate experience.

Additional requirements: A Bachelor Degree in one of the following fields: public Management, Economics or Finance, Public Finance and/or development studies, will be an Advantage.

Main duties of the job:

Policy framework

- Liaise with decentralising line ministries, the ministry of finance and the office of the Prime Minister in particular, on policy issues pertaining to fiscal and personnel decentralisation.
- Ensure communication, coordination and awareness of policies and procedures impacting decentralization amongst line ministries, regional councils and Local Authorities.
- Interpret and ensure implementation of policy framework at regional and local authorities Level in line with applicable legislation.

Planning for the Directorate and Division:

- Provide technical input for the directorate and divisional operational planning ensuring that outcomes support the strategic and, decentralization objectives and the needs of Line ministries and at the regional and local authority levels.
- Oversee the establishment of procedures for controlling, monitoring and progress Reporting of activities of work programmes in the division.
- On a monthly, quarterly and annual basis, reviews progress against individual and Divisional plans and against approved budgets.

Support to line Ministries:

- Ensure that line ministries have the capacity to fulfil their institutional functions and responsibilities towards sub-national governments.
- Coordinate and strengthen the capacity of line ministries and subnational governments as part of the decentralisation process.

Support to Regional Councils:

- Ensure that assessment and reviews of institutional capacity of RCs/LAs and that capacity Building interventions are undertaken for RCs and LAs.
- Ensure that monitoring of the performance of generic functions is carried out and assess results against set criteria.
- Manage, coordinate and monitor financial planning and capacity building support to Sub-National levels of Government.

Human Resource Management of the Division:

- Exercise overall supervision of the staff members in the division in respect of work performance, conduct, discipline, etc.
- Determine staffing needs, evaluate and recommend appointment of staff on probation evaluate request and recommend requests for transfers.
- Appraise staff and make recommendations on their performance.
- Identify staff training and development needs and make recommendations through Approved channels.
- Recommend trip authorities.
- Recommend leave.

Financial Management:

- Prepare, recommend, control and account for the Division's development and recurrent Budget.
- Facilitate the approval of expenditure within approved financial guidelines.

Reporting:

- Identify formats for reports of the division.
- Compile monthly, quarterly and annual reports of the division for the Director: Decentralization coordination.
- Assist the director with the compilation of the DDC quarterly and annual progress report as delegated.

Enquires: Mr G Sikabongo Tel 061 297 5241

Applications must be addressed to:

**The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK**

OR

Hand deliver to:

**Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street**

HARDAP REGIONAL COUNCIL

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES DIVISION: TECHNICAL SERVICES

Post Designation	:	Deputy Director Grade 4: Engineering Services
1 x Post	:	Mariental
Scale of Salary	:	N\$ 543, 055 – N\$ 570, 914
Housing Benefit	:	N\$ 121, 560 per annum
Motor Vehicle allowance	:	N\$ 110, 106 per annum (Capital and running cost.)

Appointment Requirement: A B. Degree at NQF Level 7 plus 9 years' appropriate experience.

Additional Requirement:

Candidate must be in possession of valid Driver's license.

Main duties:

- Provide input for establishing, reviewing and amending national policy, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Advise on policy matters, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Provide technical input in Directorate and Divisional operational planning ensuring that outcomes support the strategic plan.
- Facilitate implementation of plans within defined time and resource limits.
- On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets.
- Facilitate Technical Services' Divisional and sub-Divisional operational planning within the framework of the overall strategic and development plan of the Regional Council and the plans of line ministries/offices/departments. Participate in the establishment of policies for regional technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Oversee collection of regional infrastructure development needs and combination thereof into a regional infrastructure plan.
- Co-ordinate regional field investigations to identify needs for infrastructure, existing facilities, population distribution, available resources and conditions of land to produce regional infrastructure plans.
- Guide and oversee the collection, evaluation and processing of data on infrastructure needs.
- Writing planning and design proposals for GRN or donor funded technical infrastructure projects and programmes.
- Oversee establishment and maintenance of an infrastructure database for the Region.
- Prepare, recommend, control and account for all technical projects of the Regional Council. Monitor and guide improvement to -, construction of -, maintenance - and minor renovations to infrastructure within the tender guidelines.

- Monitor and guide inspection of infrastructure repaired, rehabilitated or constructed. Oversee the compilation of town planning- and amendment schemes in the region.
- Recommend applications for rezoning for submission to the Minister MRLGHRD. Oversee that assistance and advise is provided to local authorities with township establishment and determination of title conditions.
- Monitor conformance to town planning scheme regulations and title condition. Oversee the investigation and present evidence in cases where scheme provisions and title conditions have been infringed upon.
- Decide on procedures for the compilation and safekeeping of development and planning records. Ensure adherence to relevant policies and procedures. Monitor and evaluate annual work plan and report progress to the Council. Carry out any other official duties assigned from time to time.

Enquiries: Mr. Julian W. Engelbrecht /Katrina Van Wyk **Tel:** 063 – 245800

Applications must be addressed to:

**The Acting Chief Regional Officer
Hardap Regional Council
Private Bag 2017
Mariental**

or

Hand delivered at the: The Human Resources Offices Mariental First

OMACHEKE REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: FINANCE

Post Designation	:	Deputy Director Grade 4
1 x Post	:	Gobabis
Scale of Salary	:	N\$ 543, 055 – N\$ 570, 914 per annum
Housing Allowance	:	N\$ 121,560 per annum
Motor Vehicle Allowance	:	N\$ 110,917 per annum

Minimum requirements: A Bachelor's Degree at NQF Level 7 plus 9 years' appropriate experience.

Additional requirements: Preference will be given to candidates with an appropriate Bachelor's Degree at NQF Level 7 in Accounting/ Finance/ Commerce with proven knowledge of VIP Payroll and Pastel Accounting System. Applicant must be computer literate and have a valid driver's licence.

Main duties:

- Monitor and regulate Regional Council expenditure with a view to control the monthly cash flow.
- Responsible for budget preparation, implementation and control.
- Ensure development of management plans for the Division.
- Liaise with other Regional Councils Deputy Directors in coordinating the management of finances.
- Ensure proper financial management of the Council as per delegated functions.
- Monitor budget expenditure and adhere to Treasury Instructions.
- Prepare consolidated (recurrent and development) budget of the Regional Councils.
- Prepare consolidated financial statements of the Regional Councils.
- Recommend the Regional Council Annual budget to the management committee for approval.
- Ensure that the financial statements are prepared and presented for auditing.
- Develop guidelines on accounting systems for Regional Council.
- Ensure adherence to Financial Accounting Guidelines.
- Develop and review the Financial Management Policy of Regional Council.
- Prepare submissions on virementation for approval.
- Ensure proper utilization of staff, plan, manage and control of the activities of the Division.
- Submit quarterly reports on budget expenditure to the Director.
- Participate in the formulation of the Council Strategic Plan.
- Provide technical input in Divisional operational planning.
- Manage, coordinate and monitor financial, planning and capacity building support to settlements and constituency offices.
- Determine divisional staffing needs and evaluate staff performance.

- Ensure that the staffs in the Finance division are familiar with relevant rules and regulations such as Treasury Instructions, Public Service staff rule etc.
- Advise the Chief Regional Officer on all financial and other relevant matters.
- On request or on own initiative rendering advisory or liaison service to staff of the Council on Finance related matters.
- Liaise with the line Ministry / Stake holders/ institutions on matters relating to the financial activities of the Regional Council.
- Control the course of Expenditure in relation to appropriated funds and immediately advise the Chief Regional Officer accordingly if the trend of expenditure indicates the incurring possible excess on available funds; and if an excess on a vote or a main classification is unavoidable, take steps in time to obtain prior authorization therefore.
- Ensure the correctness of the annual financial statements.
- Give immediate attention to all audit inquiries directed to the Chief Regional Officer.
- Coordinate Council budget hearing.
- Verification of the submission of the VAT return to the Ministry of Finance.
- Represent the Regional Council on external committees and at workshops, conferences and symposiums.
- Prepare Budget Calendar for Regional Council.
- Carry out any other official duties assigned from time to time

Application must be addressed to:

**The Chief Regional Officer
Omaheke Regional Council
Private Bag 2277
GOBABIS**

**Or Hand delivery at:
Omaheke Regional Office Park
Human Resources Division
Portion 39
Gobabis Townlands
GOBABIS**

Enquiries: Ms. A. Nghifikwa Tel: 062-566 505 /Ms C. Adams Tel: 062-566 537

MINISTRY OF AGRICULTURE, FISHERIES, WATER, AND LAND REFORM

OFFICE OF THE EXECUTIVE DIRECTOR

Post designation	:	Senior Private Secretary Grade 8
1 x Post	:	Windhoek
Salary scale	:	N\$ 250, 767 – N\$ 299, 691
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus 3 years appropriate experience in office management or administration.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Enquiries: Mrs. Lydia Kuutondokwa, Tel: (061) 208 7451

**DIRECTORATE GENERAL SERVICES
DIVISION HUMAN RESOURCES MANAGEMENT
SUBDIVISION HUMAN RESOURCE ADMINISTRATION**

Post designation	:	Chief Human Resource Practitioner Grade 6
1 x Post	:	Windhoek
Salary scale	:	N\$ 372, 627– N\$ 445, 325
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum requirements: A Bachelor Degree in Human Resource Management or related Degree majoring in human resource on NQF Level 7 plus six (6) years appropriate experience in human resource management or related field.

Additional Requirement: The candidate must have worked at least two (2) years at a Senior Human Resources Practitioner Grade 7 or equivalent level. Candidate must have a valid driver's licence.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Mr. Simeon V. Amushelelo, Tel: (061) 208 7386

**DIRECTORATE GENERAL SERVICES
DIVISION HUMAN RESOURCES MANAGEMENT
SUBDIVISION RECRUITMENT & TRANSFERS**

Post designation	:	Senior Human Resource Practitioner Grade 7
1 x Post	:	Windhoek
Salary scale	:	N\$ 305, 684 – N\$ 365, 322
Housing allowance	:	N\$ 17 424 per annum
Transport allowance	:	N\$ 10 512 per annum

Minimum requirements: A Bachelor Degree in Human Resource Management or related Degree majoring in human resource on NQF Level 7 plus four (4) years appropriate experience in human resource management.

Additional requirement: Candidate must have a valid driver's licence.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Mrs. Lydia Kuutondokwa, Tel: (061) 208 7451

**DIRECTORATE GENERAL SERVICES
DIVISION HUMAN RESOURCES MANAGEMENT
SUBDIVISION RECRUITMENT & TRANSFERS**

Post designation	:	Human Resource Practitioner Grade 8
1 x Post	:	Windhoek
Salary scale	:	N\$ 250, 767 – N\$ 299, 691
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum requirements: A National Diploma majoring in Human Resource on NQF Level 6 or equivalent.

Additional requirement: Candidate must have a valid driver's licence.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Mrs. Lydia Kuutondokwa, Tel: (061) 208 7451

**DIRECTORATE GENERAL SERVICES
DIVISION FINANCE
SUBDIVISION BUDGET CONTROL & EXPENDITURES
SECTION BUDGET CONTROL**

Post designation	:	Accountant Grade 8
2 x Posts	:	Windhoek
Salary scale	:	N\$ 250, 767 – N\$ 299, 691
Salary Notch	:	N\$ 250, 767 per annum
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate Diploma in Accounting NQF level 6 majoring in Accounting.

Additional requirement: The applicant should be in possession of a driver's licence.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Ms. Gissel Shatika, Tel: (061) 208 7595

**DIRECTORATE OF GENERAL SERVICES
DIVISION AUXILLIARY SERVICES
SUBDIVISION INFRASTRUCTURE MAINTANANCE
SECTION MECHANICAL**

Post designation : Artisan Foreman Grade 9 (Diesel Mechanic / Air-condition & Refrigeration)
2 x Posts : Windhoek
Salary scale : N\$ 204, 977 – N\$ 245, 851
Salary Notch : N\$ 204, 977 per annum
Housing allowance : N\$ 13, 944 per annum
Transport allowance : N\$ 10, 512 per annum

Minimum requirements: A Trade Diploma or Certificate in Diesel Mechanic or Air-condition & Refrigeration on Level 3 issued in terms of existing legislation plus 3 years appropriate experience.

Additional requirement: The applicant should be in possession of a driver's licence.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Ms. Lydia Kuutondokwa at Tel No: 061 208 7451 or Mr. Simon Nehale at Tel. No (061) 208 7452

**DIRECTORATE GENERAL SERVICES
DIVISION AUXILLIARY SERVICES
SUBDIVISION STORES & ASSET MANAGEMENT
SECTION: STOCK CONTROL & ASSET MANAGEMENT
SUBSECTION: REGIONAL AND TRANSIT STORES - OMAHEKE REGION**

Post designation : Senior Administrative Officer Grade 10
1 x Post : Gobabis
Salary Scale : N\$ 167, 481- 200, 878 per annum
Salary Notch : N\$ 167, 481 per annum
Transport Allowance : N\$ 10, 512 per annum
Housing Allowance : N\$ 13, 944 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience in Business Administration or Public Management or Management or related field,

OR

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

Additional Requirements: The Candidate must have at least four (4) years appropriate experience in stock control, ware-house management and stock-

taking OR a Grade 12 Certificate with twenty (20) points over five (5) subjects including an E-symbol in English on NQF Level 3 plus six (6) years appropriate experience stock control, ware-house management and stock-taking. Candidate must be in possession of a valid driver's license.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Ms. Lydia Kuutondokwa at Tel No: 061 208 7451 or Mr. Simon Nehale at Tel. No (061) 208 7452

**DIRECTORATE OF GENERAL SERVICES
DIVISION: AUXILLIARY SERVICES
SECTION ACLC SECRETARIAT**

Post designation	:	Senior Administrative Officer Grade 10
1 x Post	:	Gobabis
Salary Scales	:	N\$ 167, 481- 200, 878 per annum
Salary notch	:	N\$ 167, 481 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 13, 944 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience in Business Administration or Public Management or Management or related field,

OR

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

Additional Requirements: The candidate must have at least four (4) years appropriate experience in report-writing, minute-taking and arrangement of meetings OR a Grade 12 Certificate with twenty (20) points in five (5) subjects including an E-symbol in English on NQF Level 3 plus six (6) years appropriate experience in report-writing, minute-taking and arrangement of meetings. Candidate must be in possession of a valid driver's license.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Ms. Lydia Kuutondokwa at Tel No: 061 208 7451 or Mr. Simon Nehale at Tel. No (061) 208 7452

**DIRECTORATE AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION CROP RESEARCH AND PRODUCTION
SUBDIVISION CROP RESEARCH**

Post Designation	:	Chief Agricultural Technician, Grade 7
1 x Post	:	Kalimbeza Crop Research Station
Salary Scale	:	N\$ 305, 684 – N\$ 365, 322
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Remoteness Allowance : N\$ 9000.00 per annum

Minimum requirements : A National Diploma in Agriculture on NQF Level 6 plus a minimum of five(5) years appropriate experience OR a two (2) years tertiary standardized Agricultural Diploma plus a minimum of seven (7) years appropriate experience.

Additional Requirements: The candidate must be in possession of a valid driver's license.

Preference will be given to candidates with experience in crop management on GRN Research Stations and good knowledge of State Finance Act (Act 32 of 1991 and Treasury Instructions.

Main duties:

- Plan and oversee crop production, seed multiplication, research trials, staff management, and the overall administration of the research station.
- Implement the annual work plan in line with budget allocations and operational objectives.
- Manage procurement, stock control, and maintenance of equipment and infrastructure.
- Maintain and update registers related to materials, supplies, and personnel administration.
- Oversee bookkeeping, ensuring accurate records of income and expenditure.
- Provide support to researchers in executing their projects at the station.
- Coordinate activities between research staff and farm operations, including data collection.
- Organize and lead farm committee meetings.
- Support the Control Agricultural Technician (CAT) in managerial and administrative functions.
- Ensure compliance with all relevant farm rules and regulations.

Enquiries: Mr Simon Nehale at 061 208 7452 or Lydia Kootondokwa at 061 208 7451

**DIRECTORATE AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION CROP RESEARCH AND PRODUCTION
SUBDIVISION CROP RESEARCH**

Post designation : Senior Agricultural Technician Grade 8
1 x Post : Kalimbeza Research Station
Scale of Salary : N\$ 250, 767 – N\$ 299, 691
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10 ,512 per annum
Remoteness Allowance : N\$ 9000.00 per annum

Minimum requirements: A National Diploma in Agriculture on NQF level 6 plus three (3) years' experience on crop production OR a two (2) Standardized Agricultural Diploma plus five (5) years appropriate experience on livestock production.

Additional requirement: The candidate must be in possession of a valid driver's license. Preference will be given to candidates with experience in crop management on GRN Research Stations. Candidate must be prepared to reside on the Station so as to perform farm work after normal working hours, weekends, public holidays and Sundays, if necessary.

Enquiries: Mr Simon Nehale at 061 208 7452 or Lydia Kuutondokwa at 061 208 7451

**DIRECTORATE AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION LIVESTOCK RESEARCH AND PRODUCTION
SUBDIVISION PASTURE SCIENCE RESEARCH**

Post designation : Senior Agricultural Technician Grade 8
1 x Post : Windhoek
Scale of Salary : N\$ 250, 767 – N\$ 299, 691
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Minimum requirements: A National Diploma in Agriculture on NQF level 6 plus three (3) years' experience on livestock production OR a two (2) Standardized Agricultural Diploma plus five (5) years appropriate experience on livestock production. Main subjects should include animal husbandry, animal health, rangeland management, animal nutrition, marketing, breeding and selection among others.

Additional Requirements: Preference will be given to candidates with experience in livestock management on GRN Research/Breeding Stations or Stud Farms; Livestock research and Rangeland management. Preference knowledge in adult education and non-formal training.

The candidate must be in possession of a valid driver's license.

Candidate must be prepared to reside on the Station so as to perform farm work after normal working hours, Weekends, Public Holidays and Sundays, if necessary.

Enquiries: Ms. Deidre Januarie, Deputy Director at Tel No: ((061) 208 7086

**DIRECTORATE AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION PRODUCT DEVELOPMENT, TRAINING AND QUALITY ASSURANCE
SUBDIVISION ANALYTICAL SERVICES AND PRODUCTION DEVELOPMENT
SECTION SOIL AND FEED ANALYSIS**

Post designation : Agricultural Scientific Officer Grade 8
(Researcher)
1 x Post : Windhoek
Scale of Salary : N\$ 250, 767 – N\$ 299, 691
Housing Allowance : N\$ 17, 424 per annum

Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: An appropriate Bachelor of Science in Agriculture majoring in Animal Science on NQF level 8.

Additional Requirement: The candidate must be in possession of a valid driver's license.

Enquiries: Ms. Ella N Shiningayamwe, Chief Agricultural Scientific Officer (061) 2087111

**DIRECTORATE AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION CROP RESEARCH AND PRODUCTION
SUBDIVISION CROP MANAGEMENT
SECTION AGRO CLIMATOLOGY**

Post designation : Agricultural Scientific Officer Grade 8
(Researcher)
1 x Post : Windhoek
Scale of Salary : N\$ 250, 767 – N\$ 299, 691
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: A Bachelor of Science in Agriculture majoring in Crop Science or Agro – Climatology on NQF level 8.

Additional requirement: The candidate must be in possession of a valid driver's license.

Enquiries: Mr Simon Nehale at 061 208 7452 or Lydia Kuutondokwa at 061 208 7451

**DIRECTORATE AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION LIVESTOCK RESEARCH AND PRODUCTION
SUBDIVISION PASTURE SCIENCE RESEARCH**

Post designation : Agricultural Scientific Officer Grade 8
(Researcher)
1 x Post : Windhoek
Scale of Salary : N\$ 250, 767 – N\$ 299, 691
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: A Bachelor of Science Degree in Agriculture (Animal Science) on NQF level 8.

Additional requirement: The candidate must be in possession of a valid driver's license. Candidates must have rangeland management or pasture science subjects.

Enquiries: Mr Simon Nehale at 061 208 7452 or Lydia Kuutondokwa at 061 208 7451

**DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION LIVESTOCK RESEARCH AND PRODUCTION
SUBDIVISION LIVESTOCK RESEARCH**

Post Designation : Agricultural Technician Grade 9
4 x Post : Kalahari Research Station
Sonop Livestock Research Station
Gellap-Ost Livestock Development Centre
Sachinga Livestock Development Centre
Scale of Salary : N\$ 204, 977 – N\$ 245, 851
Housing Allowance : N\$ 13, 944.00 per annum
Transport Allowance : N\$ 10, 512 per annum
Remoteness Allowance : N\$ 2,1 000.00 per annum (Kalahari)
N\$ 9000.00 per annum (Sonop, Gellap-Ost and Sachinga)

Minimum requirements : A National Diploma in Agriculture on NQF L6.

Additional requirement: The candidate must be in possession of a valid driver's license.

Preference will be given to candidate with a National Diploma in Agriculture on NQF L6 specialisation in Livestock. Candidates must be able to reside full time at the station for the execution of duties after normal working days, Sunday and public Holidays.

Enquiries: Ms. Deidre Januarie, Deputy Director at Tel No: (061) 208 7086

**DIRECTORATE AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION PRODUCT DEVELOPMENT, TRAINING AND QUALITY ASSURANCE
SUBDIVISION MASHARE AGRICULTURAL DEVELOPMENT INSTITUTE**

Post Designation : Agricultural Technician Grade 9
1 x Post : Mashare Agricultural Development Institute
Scale of Salary : N\$ 204, 977 – N\$ 245, 851
Salary Notch : N\$ 204, 977 per annum
Housing Allowance : N\$ 13, 944.00 per annum
Transport Allowance : N\$ 10, 512 per annum
Remoteness Allowance : N\$ 13, 800.00 per annum

Minimum requirements : A National Diploma in Agriculture on NQF L6.

Additional requirement: The candidate must be in possession of a valid driver's license.

Candidates must be able to reside full time at the station for the execution of duties after normal working days, Sunday and public holidays.

Enquiries: Mr Simon Nehale at 061 208 7452 or Lydia KuuTondokwa at 061 208 7451

**DIRECTORATE AGRICULTURAL RESEARCH AND DEVELOPMENT
SECTION: ADMINISTRATIVE SUPPORT**

Post Designation : Driver Grade 12
1 x Post : Windhoek
Salary Scale : N\$ 113, 141 – N\$ 135, 702
Salary Notch : N\$ 113, 141 per annum
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: A Grade 10 or equivalent Certificate on NQF level 2 and a valid driver's license Code B (Code 8).

Additional Requirements: The candidate must have a D- symbol in English and twenty-four (24) points over seven (7) subjects

Enquiries: Mr Simon Nehale at 061 208 7452 or Lydia KuuTondokwa at 061 208 7451

**DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION CROP RESEARCH AND PRODUCTION
SUBDIVISION CROP RESEARCH**

Post Designation : Operator Driver Grade 12
1 x Post : Kalimbeza Crop Research Station
Salary Scale : N\$ 113, 141 – N\$ 135, 702
Salary Notch : N\$ 113, 141 per annum
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum
Remoteness Allowance : N\$ 9000 per annum.

Minimum requirements: A Grade 10 or equivalent Certificate on NQF level 2 and a valid driver's license Code CE (Code 12).

Additional Requirements: The candidate must have a D- symbol in English and twenty-four (24) points over seven (7) subjects

Enquiries: Mr Simon Nehale at 061 208 7452 or Lydia KuuTondokwa at 061 208 7451

**DIRECTORATE AGRICULTURAL PRODUCTION, EXTENSION AND ENGINEERING
SERVICES
SUBDIVISION: AGRICULTURAL PROJECT RESETTLEMENT SUPPORT**

Post designation : Chief Agricultural Scientific Officer Grade 5
1 x Post : Windhoek

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Scale of salary	:	N\$ 454, 232– 543, 055 per annum
Salary Notch	:	N\$ 454, 232 per annum
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate B-degree on NQF Level 8 specialising in Livestock/Animal Science or Rangeland Management or Pasture Management or Agricultural Economics or Crop Science plus a minimum of approximately four (4) years appropriate experience.

Additional Requirement: The candidate must have a drivers' license. A Masters' Degree or a Ph. D-degree will be a definite advantage. Suitable applicant must be at Senior Grade 6 or equivalent post in private sector.

Competencies required: A high level of analytical skills in planning and financial management, strong communication and scientific report writing, knowledge and skills in basic computing, demonstrated interpersonal skills in working with a multidiscipline team is expected. Must be familiar with and have knowledge of the Namibian Constitution, NDP's, especially NDP 5, Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules and other legislation.
NB: Job Description to be provided on requested.

Enquiries: Mr. Ben Haraseb Tel: (061) 208 7458; Mr Simon S Nehale Tel: 061-208 7452.

**DIRECTORATE AGRICULTURAL PRODUCTION, EXTENSION AND ENGINEERING
SERVICES (DAPEES)
DIVISION SOUTHERN AND EASTERN REGIONS
SUB DIVISION //KHARAS REGION**

Post designation	:	Chief Agricultural Scientific Officer Grade 5
1 x Post	:	Keetmanshoop
Scale of salary	:	N\$ 454, 232– 543, 055 per annum
Salary Notch	:	N\$ 454, 232 per annum
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum requirements: A Bachelor Degree in Agriculture on NQF Level 8 with specialization in Livestock or Animal Science or Rangeland Management or Pasture Science or Agricultural Economics or Crop Science plus a minimum of approximately four (4) years appropriate experience.

Additional Requirements: A masters' Degree or PhD. Degree will be an added advantage. The candidate must be in a possession of valid drivers' Code B. Suitable applicant must be at Senior Grade 6 or equivalent post in private sector.

Competencies required: High level of analytical skills in planning, organizing, leading, controlling and financial management, strong communication and scientific report writing, knowledge and skills in basic computing, demonstrated interpersonal skills in working with a multidiscipline team & cultural diversity is

expected. The candidate must be familiar with and have knowledge of the Namibian Constitution, NDPs (NDP6), Sustainable Development Goals (SDGs), Harambee Prosperity Plans, MAFWLR Strategic Plans, Farming System Research and Extension (FSRE), Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules and other legislations/legal documents.

Main duties:

- Advise the Division & Directorate with regard to issues related to Agricultural Extension Services, technologies and Developmental Projects.
- Supervise and monitor the execution of activities related to the mandate of Extension.
- Ensure that the functions of the Directorate are carried out in conformity with the relevant acts and regulations nationally.
- Compile & review Annual Work plans and regional budget.
- Chairing and organize the Sub Divisional management meetings
- Supervise and guide identification of available technologies for adoption.
- Supervise and guide the identification of Regional program and project ideas and the formulation of relevant program and project proposals within the Sub Division
- Supervise and guide the formulation of appropriate extension messages according to agro, ecological and socio- economic conditions by making use of scientific data, knowledge and skills to support subsistence and specialized farming operations.
- Design duty sheets for staff members in the Sub Division.
- Enforcing disciplinary code of conduct amongst staff members
- Implement an effective and efficient monitoring and evaluation system of all extension and training programs within the Sub Division.

Enquiries: Mr James Milinga Nzehengwa, Tel: (063)223268 and Mr Simon S Nehale Tel: 061-208 7452.

**DIRECTORATE OF AGRICULTURAL PRODUCTION, EXTENSION AND ENGINEERING
SERVICES (DAPEES)
DIVISION: SOUTH EASTERN REGIONS
SUBDIVISION: OSHANA REGION
SECTION: LIVESTOCK AND LAND USE ADVISORY SERVICES**

Post designation	:	Senior Agricultural Scientific Officer Grade 6
1 x Post	:	Ongwediva (Oshana Region)
Scale of salary	:	N\$ 372, 627– N\$ 445, 325 per annum
Salary Notch	:	N\$ 372, 627 per annum
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate B-degree on NQF Level 8 in specialising in Livestock or Animal Science, Rangeland Management, Pasture Management and Land Use Advisory Services or equivalent qualification PLUS a minimum of two (2) years appropriate experience.

Competency required: A high level of analytical skills in planning and financial management, strong communication and scientific report writing, knowledge and skills in basic computing, demonstrated interpersonal skills in working with a multidiscipline team is expected. The familiar must be familiar with and have knowledge of the Namibian Constitution, NDP's, especially NDP 5, Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules and other legislation.

Enquiries: Mr. Ben Haraseb (Director – DAPEES) Tel: (061) 208 7458; Mr Simon S Nehale Tel: 061-208 7452.

**DIRECTORATE AGRICULTURAL PRODUCTION, ENGINEERING AND EXTENSION
SERVICES (DAPEES)**

Post designation	:	Agricultural Technician Grade 9
6 x Posts	:	Okongo, M'kata, ,Sangwali, Kongola Impalila and Okau ka Mashesho ADC's
Scale of Salary	:	N\$ 204, 977 – 245, 851 per annum.
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Remote Allowance	:	N\$ 9000 per annum (Sangwali, M'kata, Kongola, Impalila & Okau ka Mashesho ADCs)

Minimum Requirements: An appropriate National Diploma in Agriculture on NQF L6 OR a two-(2) years tertiary standardized Agricultural Diploma plus two appropriate. The candidate must be in possession of a valid driver's license.

A FULL JOB DESCRIPTION WILL BE AVAILABLE ON REQUEST.

Enquiries: Mr Simon S Nehale (Senior Human Resource Practitioner) Tel: 061-208 7452.

**DIRECTORATE OF VETERINARY SERVICES
DIVISION: EPIDEMIOLOGY, IMPORT/EXPORT CONTROL, ADVISORY SERVICES &
TRACEABILITY
SUB-DIVISION: IMPORT AND EXPORT CONTROL**

Post designation	:	Chief Agricultural Inspector Grade 8
1 x Post	:	Walvis Bay Harbour
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Salary Notch	:	N\$ 250, 767 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: A National Diploma in Agriculture on NQF Level 6 plus a minimum of three (3) years appropriate experience in veterinary science.

Additional requirement: Candidates must be in possession of a valid driver's license.

Preference will be given to candidates with experience in the field of veterinary import and export control.

Competences required: An understanding and knowledge of animal disease control and prevention through import and export requirements at the Border posts will be an added advantage. Demonstrable computer skills and knowledge in report writing is necessary. Adequate experience at supervisory level is important.

Enquiries: Dr. Auguste Shigwedha 064 205313 / Dr. Vistorina Benhard (061) 2087890

**DIRECTORATE OF VETERINARY SERVICES
DIVISION: EPIDEMIOLOGY, IMPORT/EXPORT CONTROL, ADVISORY SERVICES AND
TRACEABILITY
SUBDIVISION: EPIDEMIOLOGY, IMPORTS AND EXPORT
SECTION: IMPORT AND EXPORT CONTROL**

Post designation	:	Senior Agricultural Inspector Grade 9
1 x Post	:	Ariamsvlei Border Post
Salary Scale	:	N\$ 204, 977 – N\$ 245, 851
Salary Notch	:	N\$ 204, 977 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum

Minimum requirements: An appropriate National Diploma in Agriculture on NQF Level 6 plus a minimum of two (2) years' experience in import and export border control. The candidate must be in possession of a valid driving licence.

Enquiries: Dr. Vistorina Benhard: Tel: 061 208 7890

**DIRECTORATE OF VETERINARY SERVICES
DIVISION: ANIMAL DISEASE CONTROL**

Post designation	:	Animal Health Technician Grade 9
2 x Post	:	Endola and Omaruru
Salary Scale	:	N\$ 204, 977 – N\$ 245, 851
Salary Notch	:	N\$ 204, 977 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Registration as Animal Health Technician with the Namibian Veterinary Council.

Additional requirement: Candidate must be in possession of a valid driving license.

Nature and scope of work:

To provide technical and operational services with respect to animal disease prevention, control, surveillance and monitoring programmes & activities in the assigned section/sub-section. Enforcement of all relevant veterinary legislations in the assigned sub-section. To offer veterinary extension training services to farmers.

Enquiries: Dr Kephass Magano , Tel No: 065 263 203 (Enhana DVS and Dr. E. Oosthuysen at 064 570 115 (Omaruru DVS)

**DIRECTORATE OF VETERINARY SERVICES
DIVISION VETERINARY PUBLIC HEALTH
SUBDIVISION VETERINARY PUBLIC HEALTH (EXPORT MARKET)**

Post designation	:	Veterinary Hygiene Inspector Grade 9
2 x Post	:	Okahandja Abattoir and Mariental Abattoir
Salary Scale	:	N\$ 204, 977 – N\$ 245, 851
Salary Notch	:	N\$ 204, 977 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10 512 per annum

Minimum requirements: A National Diploma in Environmental Health or Meat Technology or Meat Technician on NQF Level 6.

Additional Requirements: Preference will be given to candidates with appropriate experience in public health.

Main responsibilities: The incumbent will be responsible for supervision his/her subordinates to ensure task execution is efficient; verify compliance with hygiene and food safety management system requirements; monitoring adherence to good Manufacturing Practices (GMP) during slaughter and deboning as well as administrative duties.

Enquiries: Dr. Fidelis Kandongo at Tel: 061 208 7547

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: KHOMAS REGION
SUBDIVISION VALUATION**

Post Designation	:	Chief Valuer Grade 5
1 x Post	:	Windhoek
Salary Scale	:	N\$ 454, 232 – N\$ 543, 055
Salary notch	:	N\$ 454, 232 per annum
Housing allowance	:	N\$ 17,424 per annum
Transport allowance	:	N\$ 10,512 per annum

Minimum Requirements: A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF 7 plus approximately six (6) years appropriate experience in Valuations of real estates, use of Microsoft (Excel, Words, Power point presentation), extensive knowledge in report writing, valuation court protocols, negotiation skills and in calculations of areas and volumes. A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Mr Clement K. Kwala at Telephone: 061-2965111

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: OMAHEKE REGION
SUBDIVISION VALUATION**

Post Designation	:	Chief Valuer Grade 5
1 x Post	:	Gobabis
Salary Scale	:	N\$ 454, 232 – N\$ 543, 055
Salary notch	:	N\$ 454 232 per annum
Housing allowance	:	N\$ 17,424 per annum
Transport allowance	:	N\$ 10,512 per annum

Minimum Requirements : A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF: 7 plus approximately six (6) years appropriate experience in Valuations of real estates, use of Microsoft (Excel, Words, Power point presentation), extensive knowledge in report writing, valuation court protocols, negotiation skills and in calculations of areas and volumes. A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Mr Sagaria Muheua at Cellphone: 0812871775

**DEPARTMENT LAND REFORM, RESETTLEMENT AND REGIONAL PROHRAMME
IMPLEMENTATION**

Post designation	:	Senior Private Secretary Grade 8
1 x Post	:	Windhoek
Salary scale	:	N\$ 250, 767 – N\$ 299, 691
Salary Notch	:	N\$ 250, 767 per annum
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus 3 years appropriate experience in office management or administration.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Enquiries: Mrs. Lydia Kuutondokwa, Tel: (061) 208 7451

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: HARDAP REGION
SUBDIVISION VALUATION**

Post Designation : Chief Valuer Grade 5
1 x Post : Mariental
Salary Scale : N\$ 454, 232 – N\$ 543, 055
Salary notch : N\$ 454, 232 per annum
Housing allowance : N\$ 17,424 per annum
Transport allowance : N\$ 10,512 per annum

Minimum Requirements : A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF: 7 plus approximately six (6) years appropriate experience in Valuations of real estates, use of Microsoft (Excel, Words, Power point presentation), extensive knowledge in report writing, valuation court protocols, negotiation skills and in calculations of areas and volumes. A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Ms. Augustinus Araes at Cellphone: 0811410926/0811285325

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: //KHARAS REGION
SUBDIVISION VALUATION**

Post Designation : Chief Valuer Grade 5
1 x Post : Keetmanshoop
Salary Scale : N\$ 454, 232 – N\$ 543, 055
Salary notch : N\$ 454, 232 per annum
Housing allowance : N\$ 17,424 per annum
Transport allowance : N\$ 10,512 per annum

Minimum Requirements : A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF: 7 plus approximately six (6) years appropriate experience in Valuations of real estates, use of Microsoft (Excel, Words, Power point presentation), extensive knowledge in report writing, valuation court protocols, negotiation skills and in calculations of areas and volumes. A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Mr Albertus Engelbrecht at Cellphone: 0811668931

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: ERONGO REGION
SUBDIVISION VALUATION**

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Post Designation	:	Chief Valuer Grade 5
1 x Post	:	Swakopmund
Salary Scale	:	N\$ 454, 232 – N\$ 543, 055
Salary notch	:	N\$ 454, 232 per annum
Housing allowance	:	N\$ 17,424 per annum
Transport allowance	:	N\$ 10,512 per annum

Minimum Requirements : A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF: 7 plus approximately six (6) years appropriate experience in Valuations of real estates, use of Microsoft (Excel, Words, Power point presentation), extensive knowledge in report writing, valuation court protocols, negotiation skills and in calculations of areas and volumes. A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Ms. Petrina Mpahleni at Cellphone: 081 1433724/0812033333

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: KAVANGO-WEST REGION
SUBDIVISION VALUATION**

Post Designation	:	Chief Valuer Grade 5
1 x Post	:	Nkurenkuru
Salary Scale	:	N\$ 454, 232 – N\$ 543, 055
Salary notch	:	N\$ 454, 232 per annum
Housing allowance	:	N\$ 17,424 per annum
Transport allowance	:	N\$ 10,512 per annum

Minimum Requirements : A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF: 7 plus approximately six (6) years appropriate experience in Valuations of real estates, use of Microsoft (Excel, Words, Power point presentation), extensive knowledge in report writing, valuation court protocols, negotiation skills and in calculations of areas and volumes.

Additional requirement: A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Mr. Justice Milinga , Deputy Director at 066 255 401

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: OMUSATI REGION
SUBDIVISION VALUATION**

Post Designation	:	Chief Valuer Grade 5
1 x Post	:	Outapi

Salary Scale	:	N\$ 454, 232 – N\$ 543, 055
Salary notch	:	N\$ 454, 232 per annum
Housing allowance	:	N\$ 17,424 per annum
Transport allowance	:	N\$ 10,512 per annum

Minimum Requirements : A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF: 7 plus approximately six (6) years appropriate experience in Valuations of real estates, use of Microsoft (Excel, Words, Power point presentation), extensive knowledge in report writing, valuation court protocols, negotiation skills and in calculations of areas and volumes. A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Mr Samuel S. Amutenya at Cellphone: 0811438558

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: KHOMAS REGION**

Post Designation	:	Valuer Grade 7
1 x Post	:	Windhoek
Salary Scale	:	N\$ 305, 684 – N\$ 365, 322
Salary Notch	:	N\$ 305, 684 per annum
Housing allowance	:	N\$ 17,424 per annum
Transport allowance	:	N\$ 10,512 per annum

Minimum Requirements : A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF: 7. A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Mr Clement K. Kwala at Telephone: 061-2965111

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: OMAHEKE REGION**

Post Designation	:	Valuer Grade 7
1 x Post	:	Gobabis
Salary Scale	:	N\$ 305, 684 – N\$ 365, 322
Salary Notch	:	N\$ 305, 684 per annum
Housing allowance	:	N\$ 17,424 per annum
Transport allowance	:	N\$ 10,512 per annum

Minimum Requirements : A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF: 7. A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Mr Sagaria Muheua at Cellphone: 0812871775

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: HARDAP REGION**

Post Designation : Valuer Grade 7
1 x Post : Mariental
Salary Scale : N\$ 305, 684 – N\$ 365, 322
Salary Notch : N\$ 305, 684 per annum
Housing allowance : N\$ 17,424 per annum
Transport allowance : N\$ 10,512 per annum

Minimum Requirements : A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF: 7. A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Ms. Augustinus Araes at Cellphone: 0811410926/0811285325

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: OSHANA REGION**

Post Designation : Valuer Grade 7
1 x Post : Oshakati
Salary Scale : N\$ 305, 684 – N\$ 365, 322
Salary Notch : N\$ 305, 684 per annum
Housing allowance : N\$ 17,424 per annum
Transport allowance: N\$ 10,512 per annum

Minimum Requirements : A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF: 7. A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Ms Jacobina Amulungu at Cellphone: 0811403729

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: OHANGWENA REGION**

Post Designation : Valuer Grade 7
1 x Post : Eenhana
Salary Scale : N\$ 305, 684 – N\$ 365, 322
Salary Notch : N\$ 305 684 per annum
Housing allowance : N\$ 17,424 per annum
Transport allowance : N\$ 10,512 per annum

Minimum Requirements : A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF: 7. A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Mr Paulus M. Amaambo at Cellphone: 0811445367

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: KAVANGO-EAST REGION**

Post Designation : Valuer Grade 7
1 x Post : Rundu
Salary Scale : N\$ 305, 684 – N\$ 365, 322
Salary Notch : N\$ 305, 684 per annum
Housing allowance : N\$ 17,424 per annum
Transport allowance : N\$ 10,512 per annum

Minimum Requirements : A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF: 7. A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Mr Faustinus Kamwanga at Cellphone: 0811497118

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: ZAMBEZI REGION**

Post Designation : Valuer Grade 7
1 x Post : Katima Mulilo
Salary Scale : N\$ 305, 684 – N\$ 365, 322
Salary Notch : N\$ 305, 684 per annum
Housing allowance : N\$ 17,424 per annum
Transport allowance: N\$ 10,512 per annum

Minimum Requirements : A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF: 7. A code B valid driver's license is compulsory.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Ms. Lydia Kuutondokwa at Telephone: 061-208 7451

**DIRECTORATE: SURVEY AND MAPPING
DIVISION: MAPPING, GEOSPATIAL DATA AND INFORMATION MANAGEMENT
SUBDIVISION: MAPPING
SECTION: PHOTOGRAMMETRY**

Post Designation	:	Geospatialist Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ 372, 627– N\$ 445, 325
Salary Notch	:	N\$ 372, 627per annum
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum Requirement: An appropriate B. Degree on NQA L7 (or equivalent) in Geomatics or Bachelor of Science in Surveying or Photogrammetry or Cartography or Geographic Information Systems or Geo-Information Technology or Geo-Spatial Information Science or a combination of NQF L7 in Geomatics plus Geospatial IT related studies, and must intensively have covered subjects or modules related to Survey, Mapping and Geospatial Data Management.

Enquiries: Mr. Ndilipunye Shanyengana (Surveyor General): Tel: 061 296 5039 or Mr. Simon Nehale at 061 208 7452

**DIRECTORATE: SURVEY AND MAPPING
DIVISION: MAPPING, GEOSPATIAL DATA AND INFORMATION MANAGEMENT
SUBDIVISION: GEOGRAPHIC INFORMATION SYSTEMS AND CARTOGRAPHY
SECTION: GEOGRAPHIC INFORMATION**

Post Designation	:	Geospatialist Grade 6
Duty station	:	Windhoek
Salary Scale	:	N\$ 372, 627– N\$ 445, 325
Salary Notch	:	N\$ 372, 627per annum
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum Requirement: An appropriate B. Degree on NQA L7 (or equivalent) in Geomatics or Bachelor of Science in Surveying or Photogrammetry or Cartography or Geographic Information Systems or Geo-Information Technology or Geo-Spatial Information Science or a combination of NQF L7 in Geomatics plus Geospatial IT related studies, and must intensively have covered subjects or modules related to Survey, Mapping and Geospatial Data Management.

Enquiries: Mr. Ndilipunye Shanyengana (Surveyor General): Tel: 061 296 5039 or Mr. Simon Nehale at 061 208 7452

**DIRECTORATE: SURVEY AND MAPPING
DIVISION: MAPPING, GEOSPATIAL DATA AND INFORMATION MANAGEMENT
SUBDIVISION: MAPPING
SECTION: DIGITAL MAPPING**

Post Designation	:	Geospatialist Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ 372, 627– N\$ 445, 325

Salary Notch : N\$ 372, 627per annum
Housing allowance : N\$ 17, 424 per annum
Transport allowance : N\$ 10, 512 per annum

Minimum Requirement: An appropriate B. Degree on NQA L7 (or equivalent) in Geomatics or Bachelor of Science in Surveying or Photogrammetry or Cartography or Geographic Information Systems or Geo-Information Technology or Geo-Spatial Information Science or a combination of NQF L7 in Geomatics plus Geospatial IT related studies, and must intensively have covered subjects or modules related to Survey, Mapping and Geospatial Data Management.

Enquiries: Mr. Ndilipunye Shanyengana (Surveyor General): Tel: 061 296 5039 or Mr. Simon Nehale at 061 208 7452

DIRECTORATE SURVEY AND MAPPING
DIVISION: MAPPING AND GEOSPATIAL DATA AND INFORMATION MANAGEMENT
SYSTEMS
SUBDIVISION: GEOGRAPHIC INFORMATION SYSTEMS AND CARTOGRAPHY
SECTION: CARTOGRAPHY

Post Designation : Senior Geospatial Technician Grade 8
1 x Post : Windhoek
Salary Scale : N\$ 250, 767 – N\$ 299, 691
Salary Notch : N\$ 250, 767 per annum
Housing allowance : N\$ 17, 424 per annum
Transport allowance : N\$ 10 512 per annum

Minimum Requirements: An appropriate Diploma on NQF L6 (or equivalent) in Geomatics in the following fields: Photogrammetry or Cartography or Geographic Information Systems or Geo-Information Technology or Geo-Spatial Information Science or a combination of NQA L6 in Geomatics plus Geospatial IT related studies or Land Surveying plus two (2) years appropriate experience. Must have sufficient knowledge of computer operating system and geo-spatial databases.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Mr. Ndilipunye Shanyengana (Surveyor General): Tel: 061 296 5039 or Mr. Simon Nehale at 061 208 7452

DIRECTORATE: SURVEY AND MAPPING
DIVISION: MAPPING, GEOSPATIAL DATA AND INFORMATION MANAGEMENT
SUBDIVISION: GEOGRAPHIC INFORMATION SYSTEMS AND CARTOGRAPHY
SECTION: CARTOGRAPHY

Post Designation : Chief Geospatial Technician Grade 7
1 x Post : Windhoek
Salary Scale : N\$ 305, 684 – N\$ 365, 322

Salary Notch	:	N\$ 305, 684 per annum
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Appointment Requirement: An appropriate Diploma on NQF L6 (or equivalent) in Geomatics in the following fields: Photogrammetry or Cartography or Geographic Information Systems or Geo-Information Technology or Geo-Spatial Information Science or a combination of NQA L6 in Geomatics plus Geospatial IT related studies or Land Surveying plus four (4) years appropriate work experience. Must have sufficient knowledge of computer operating system and geo-spatial databases.

Enquiries: Mr. Ndilipunye Shanyengana (Surveyor General): Tel: 061 296 5039 or Mr. Simon Nehale at 061 208 7452

**DIRECTORATE: SURVEY AND MAPPING
DIVISION: MAPPING, GEOSPATIAL DATA AND INFORMATION MANAGEMENT
SUBDIVISION: MAPPING
SECTION: PHOTOGRAMMETRY**

Post Designation	:	Chief Geospatial Technician Grade 7
1 x Post	:	Windhoek
Salary Scale	:	N\$ 305, 684 – N\$ 365, 322
Salary Notch	:	N\$ 305, 684 per annum
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Appointment Requirement: An appropriate Diploma on NQF L6 (or equivalent) in Geomatics in the following fields: Photogrammetry or Cartography or Geographic Information Systems or Geo-Information Technology or Geo-Spatial Information Science or a combination of NQA L6 in Geomatics plus Geospatial IT related studies or Land Surveying plus four (4) years appropriate work experience. Must have sufficient knowledge of computer operating system and geo-spatial databases.

Enquiries: Mr. Ndilipunye Shanyengana (Surveyor General): Tel: 061 296 5039 or Mr. Simon Nehale at 061 208 7452

**DIRECTORATE: SURVEY AND MAPPING
DIVISION: MAPPING, GEOSPATIAL DATA AND INFORMATION MANAGEMENT
SUBDIVISION: MAPPING
SECTION: DIGITAL MAPPING**

Post Designation	:	Chief Geospatial Technician Grade 7
1 x Post	:	Windhoek
Salary Scale	:	N\$ 305, 684 – N\$ 365, 322
Salary Notch	:	N\$ 305, 684 per annum
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Appointment Requirement: An appropriate Diploma on NQF L6 (or equivalent) in Geomatics in the following fields: Photogrammetry or Cartography or Geographic Information Systems or Geo-Information Technology or Geo-Spatial Information Science or a combination of NQA L6 in Geomatics plus Geospatial IT related studies or Land Surveying plus four (4) years appropriate work experience. Must have sufficient knowledge of computer operating system and geo-spatial databases.

Enquiries: Mr. Ndilipunye Shanyengana (Surveyor General): Tel: 061 296 5039 or Mr. Simon Nehale at 061 208 7452

**DIRECTORATE SURVEY AND MAPPING
DIVISION: MAPPING AND GEOSPATIAL DATA AND INFORMATION MANAGEMENT
SYSTEMS
SUBDIVISION: GEOGRAPHIC INFORMATION SYSTEM & CATOGRAPHY
SECTION: GEOGRAPHIC INFORMATION**

Post Designation : Geospatial Technician Grade 9
1 x Post : Windhoek
Salary Scale : N\$ 204, 977 – N\$ 245, 851
Salary Notch : N\$ 204, 977 per annum
Housing allowance : N\$ 13, 944 per annum
Transport allowance : N\$ 10,512 per annum

Minimum Requirements : An appropriate Diploma on NQF L6 (or equivalent) in Geomatics.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Mr. Moses Hanana at Telephone: 061 2965009 or Mr. Simon Nehale at 061 208 7452

**DIRECTORATE SURVEY AND MAPPING
DIVISION: MAPPING AND GEOSPATIAL DATA AND INFORMATION MANAGEMENT
SYSTEMS
SUBDIVISION: MAPPING
SECTION: PHOTOGRAMMETRY**

Post Designation : Geospatial Technician Grade 9
1 x Post : Windhoek
Salary Scale : N\$ 204, 977 – N\$ 245, 851
Salary Notch : N\$ 204, 977 per annum
Housing allowance : N\$ 13, 944 per annum
Transport allowance : N\$ 10,512 per annum

Minimum Requirements : An appropriate Diploma on NQF L6 (or equivalent) in Geomatics.

A DETAILED JOB DESCRIPTION TO BE ISSUED UPON REQUEST.

Enquiries: Mr. Moses Hanana at Telephone: 061 2965009 or Mr. Simon Nehale at 061 208 7452

**DIRECTORATE: SURVEY AND MAPPING
DIVISION: SURVEYS AND LAND INFORMATION
SUBDIVISION: LAND INFORMATION
SECTION: SURVEY EXAMINATION**

Post Designation : Survey Technician Grade 9
1 x Post : Windhoek
Salary Scale : N\$ 204, 977 – N\$ 245, 851
Salary Notch : N\$ 204, 977 per annum
Housing allowance : N\$ 13, 944 per annum
Transport allowance : N\$ 10,512 per annum

Minimum Requirements : Registration as a Survey Technician with the Namibian Council for Professional Land Surveyors, Technical Surveyors and Survey Technician.

Additional Requirement: Preference will be given to applicants with a valid driving license.

Enquiries: Mr. Moses Hanana at Telephone: 061 2965009 or Mr. Simon Nehale at 061 208 7452

**DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE VETERINARY SERVICES
DIVISION ANIMAL DISEASE CONTROL-NORTH**

Post designation : Deputy Chief Veterinary Officer Grade 4
1 x Post : Ongwediva
Scale of salary : N\$ 582, 333 (P) per annum
Housing Benefit : N\$ 121, 560 per annum
Fixed Overtime : N\$166, 381 per annum
Motor Vehicle Allowance
Capital Cost : N\$ 105, 252 per annum
Running cost : N\$ 31, 233 per annum

Minimum requirement: Registration as Veterinarian (NQF level 8 or higher) with a minimum of nine (9) years appropriate experience.

Additional Requirement:

Candidate must be at a level of a Chief Veterinarian Grade 5 in the government or equivalent level in other private sectors.

Main Duties:

- Plan, adjust, organize and coordinate activities and responsibilities in accordance with the annual objectives of the Directorate of Veterinary Services;
- Ensure implementation of policies and directives are implemented, concluded satisfactorily and timeously;
- Ensure meticulous financial and government property control as per the Treasury instructions;
- Ensure proper and systematic initiation, training and regular evaluation of all employees.
- Ensure implementation of measures to prevent the occurrence and spreading of contagious and transmittable animal diseases as well as preventative and remedial treatment of animals;
- Ensure the executing of control over all veterinary activities in the area in regard to stock inspections;
- Ensure rendering of appropriate extension services to farmers, etc.; and the compilation and release of veterinary reports.
- Perform any other duties that may be assigned by the supervisor.
- NB: Kindly note that applicants for the above position will go through a security clearance (vetting).

Enquiries: Mr. Simeon V. Amushelelo @ Tel 061) 208 7386 or Ms. Lydia Kuutondokwa @ Tel (061) 208 7451

**DEPARTMENT LAND MANAGEMENT
DIRECTORATE VALUATION AND ESTATE MANAGEMENT
DIVISION GENERAL VALUATION**

Post designation	:	Deputy Valuer General Grade 4
1 x Post	:	Windhoek
Scale of salary	:	N\$ 543, 055 - N\$ 570, 914
Housing Benefit	:	N\$ 121, 560 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$ 83, 106 per annum
Running cost	:	N\$ 27, 811 per annum

Minimum requirement: A Bachelor Degree on NQF Level 7 in Estate Management or Land Valuation or Land Economy or Real Estate Valuation plus nine (9) years appropriate experience.

Main duties:-

- Planning, organizing, leading and controlling the Division of General Valuation
- Provide inputs to the strategic plan annual plan and reviews of the Directorate;
- Carry out quarterly and annual review of the Divisional Plan;
- Carry out quarterly and annual staff performance reviews;
- Carry out field inspections on urban and rural properties for the purposes of valuation required for sale, purchase, lease, loan mortgage and taxation;
- Analyze market data in relation to property and store them in the data bank;
- Prepare all required reports and documentation;
- Provide face-to-face lectures to valuation trainees during field Inspection;
- Supervise trainees in their training activities;
- Provide advice and leadership on property valuation matters;

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- Inspect and value properties for expropriation purposes
- Prepare documentation for defence of valuation in the land Tribunal and administrative courts;
- Guide the collection of property data;
- Provide feedback on policy, legislation and regulations gaps Valuer General;
- Provide support to Land Boards on property valuation matters;
- Maintain a schedule of rent reviews of communal sites and resettlement farms; and
- Undertake other activities assigned by the supervisor from time to time;

NB: Appointment to these positions is subject to security clearance (Vetting).

Enquiries: Mr. Simeon V. Amushelelo (Deputy Director – HRM) @ Tel 061) 208 7386 or Mr. Rudolf! Nanuseb (Valuer General) @ 061 296 5100/01

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE OF WATER RESOURCES MANAGEMENT
DIVISION: WATER LAW ADMINISTRATION
SUBDIVISION: GIS AND WATER INFORMATION MANAGEMENT SYSTEMS**

Post designation	:	Chief Engineering (Geospatial) Technician Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$ 305, 684 - N\$ 365, 322
Transport allowance	:	N\$ 17, 424 per annum
Housing allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Bachelor of Science Honours Degree in Geographic Information Systems (GIS), Geomatics / Geoinformatics, Geography (with GIS specialization), or Remote Sensing on NQF Level 8, plus four (4) years of appropriate experience in leading, designing, and managing geospatial information systems and data infrastructure.

Additional Requirements: Preference will be given to candidates with a Master of Science Degree on NQF level 9 in Geographic Information Systems (GIS), Geomatics / Geoinformatics, Geography (with GIS specialization), or Remote Sensing. The candidate must be in possession of a valid driving license.

Main Responsibilities:

- Lead the GIS and Water Information Management unit within the division.
- Develop and implement geospatial strategies aligned with national water policies and regulatory frameworks.
- Oversee the design, maintenance, and optimization of enterprise GIS systems (e.g., ArcGIS, QGIS).
- Design, develop, and maintain integrated Water Information Management Systems.
- Ensure interoperability between systems used for licensing, monitoring, inspections, and enforcement.

- Provide spatial analysis for water license applications and renewals.
- Maintain spatial records of licensed water users and usage conditions.
- Develop GIS-based monitoring tools to detect illegal water activities and non-compliance.
- Support enforcement teams with geospatial evidence, maps, and reports.
- Generate compliance dashboards and automated alerts.
- Support policy development with data-driven insights.
- Communicate findings to technical and non-technical stakeholders.
- Evaluate and implement emerging geospatial technologies (e.g., drones, Artificial Intelligence-based analytics).
- Improve automation of workflows and reporting systems.
- Liaise with government agencies, research institutions, and external partners.
- Ensure adherence to data governance, privacy, and security policies.

Enquiries: Mr. Salmo Djuulume, Tel. 061 2087226 / Ms. Anna P. Nakathingo Tel. 061 208 7374

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE OF WATER RESOURCES MANAGEMENT
DIVISION: WATER LAW ADMINISTRATION**

Post designation	:	Engineering (Geospatial) Technician Grade 8
2x Posts	:	Windhoek
Salary Scale	:	N\$ 250, 767- N\$ 299, 691
Transport allowance	:	N\$ 17, 424 per annum
Housing allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Bachelor's Honours Degree in Geographic Information Systems (GIS), Geomatics / Geoinformatics, Geography (with GIS specialization), or Remote Sensing on NQF Level 8 plus three (3) years appropriate experience in leading, designing, and managing geospatial information systems and data infrastructure.

Additional Requirements:

Preference will be given to candidates with a Master of Science on NQF level 9 in Geographic Information Systems (GIS), Geomatics / Geoinformatics, Geography (with GIS specialization), or Remote Sensing. The candidate must be in possession of a valid driving license.

Main Responsibilities:

- A Senior Geospatial Technician will report to the Chief Geospatial Technician.
- Develop and implement of geospatial strategies aligned with national water policies and regulatory frameworks.
- Design, maintenance, and optimization of enterprise GIS systems (e.g., ArcGIS, QGIS).
- Assist during the design and development of integrated Water Information Management Systems.
- Provide technical support for the interoperability between systems used for licensing, monitoring, inspections, and enforcement.

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- Conduct spatial analysis for water license applications and renewals.
- Maintain spatial records of licensed water users and usage conditions.
- Development of GIS-based monitoring tools to detect illegal water activities and non-compliance.
- Support enforcement teams with geospatial evidence, maps, and reports.
- Generate compliance dashboards, toll-free, and automated alerts.
- Communicate findings to technical and non-technical stakeholders.
- Ensure adherence to data governance, privacy, and security policies.

Enquiries: Mr. Salmo Djuulume, Tel. 061 2087226/ Ms. Selma I. Angula, Tel. 061 205 3053

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE OF WATER RESOURCES MANAGEMENT
DIVISION: WATER LAW ADMINISTRATION
SUBDIVISION: WATER LAW ENFORCEMENT**

Post designation	:	Senior Agricultural (Water) Inspector Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$ 204, 977 – N\$ 245, 851
Transport allowance	:	N\$ 13, 944 per annum
Housing allowance	:	N\$ 10, 512 per annum

Appointment Requirements: An appropriate National Diploma in Water Resources Management, Environmental Management, Environmental Law, or Water Resources Law on NQF Level 6 plus two (2) years appropriate experience in licensing or permitting, compliance, and enforcement.

Additional Requirements:

Preference will be given to candidates with a Bachelor of Science Degree/Honours on NQF level 7/8 in Water Resources Management, Environmental Management, and Environmental Law, or in Water Resources Law. The candidate must be in possession of a valid driving license and must attach an original certificate of good conduct from the Namibian Police.

Main Responsibilities:

- The Senior Water Inspector will report to the Chief Water Inspector under Water Law Enforcement.
- Conduct routine and targeted inspections of water users, license holders, and waterworks to ensure compliance with the Water Resources Management Act No. 11 of 2013 and associated regulations.
- Monitor adherence to license conditions on water abstraction, discharge, or construction.
- Identify, document, and take enforcement actions on instances of illegal water use, pollution, or unauthorized construction of waterworks.
- Issue compliance notices, directives, and recommendations in accordance with enforcement procedures.

- Investigate suspected violations of the Act and Regulations, including environmental harm, illegal abstraction, or unauthorized discharge of water or effluent.
- Gather evidence, prepare investigation reports, and maintain accurate enforcement records.
- Collaborate with law enforcement agencies, environmental bodies, and local authorities to support joint operations and investigations.
- Provide guidance on license requirements, enforcement processes, and legal responsibilities under the Act.
- Maintain an up-to-date database of inspections, violations, and enforcement actions.
- Contribute to quarterly and annual compliance reports, enforcement statistics, and policy recommendations.

Enquiries: Mr. Salmo Djuulume, Tel. 061 2087226 / Ms. Selma I. Angula, Tel. 061 205 3053

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE OF WATER RESOURCES MANAGEMENT
DIVISION: WATER LAW ADMINISTRATION
SUBDIVISION: WATER LAW ENFORCEMENT**

Post designation	:	Agricultural (Water) Inspector Grade 10
1xPost	:	Windhoek
Salary Scale	:	N\$ 167, 481 – N\$ 200, 878
Transport allowance	:	N\$ 13, 944 per annum
Housing allowance	:	N\$ 10, 512 per annum

Appointment Requirements: An appropriate National Diploma in Water Resources Management, Environmental Management, Environmental Law, or Water Resources Law on NQF Level 6 plus one (1) year of appropriate experience in licensing or permitting, compliance, and enforcement.

Additional Requirements:

Preference will be given to candidates with a B.Sc. Degree on NQF level 7 in Water Resources Management, Environmental Management, Environmental Law, or Water Resources Law. The candidate must be in possession of a valid driving license and must attach an original certificate of good conduct from the Namibian Police.

Main Responsibilities:

- The Water Inspector will report to the Senior Water Inspector.
- Conduct routine and targeted inspections of water users, license holders, and waterworks to ensure compliance with the Water Resources Management Act No. 11 of 2013 and associated regulations.
- Monitor adherence to license conditions on water abstraction, discharge, or construction.

- Identify, document, and take enforcement actions on instances of illegal water use, pollution, or unauthorized construction of waterworks.
- Issue compliance notices, directives, and recommendations in accordance with enforcement procedures.
- Investigate suspected violations of the Act and Regulations, including environmental harm, illegal abstraction, or unauthorized discharge of water or effluent.
- Gather evidence, prepare investigation reports, and maintain accurate enforcement records.
- Collaborate with law enforcement agencies, environmental bodies, and local authorities to support joint operations and investigations.
- Provide guidance on license requirements, enforcement processes, and legal responsibilities under the Act.
- Maintain an up-to-date database of inspections, violations, and enforcement actions.
- Contribute to quarterly and annual compliance reports, enforcement statistics, and policy recommendations.

Enquiries: Mr. Salmo Djuulume, Tel. 061 2087226 / Ms. Selma I. Angula, Tel. 061 205 3053

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION
DIVISION: INFRASTRUCTURE DEVELOPMENT & MAINTENANCE
SUBDIVISION: GROUND WATER SUPPLY**

Post designation	:	Drilling Foreman Grade 12
1x Post	:	Windhoek
Salary Scale	:	N\$ 113, 141 – N\$ 135, 702
Transport allowance	:	N\$ 13, 944 per annum
Housing allowance	:	N\$ 10, 512 per annum

Appointment Requirements: A Grade 12 Certificate on NQF L3 with 20 points in five (5) subjects and an E symbol in English, with five (5) years' technical/maintenance experience.

Additional Requirements:

The candidate must have at least two (2) years working experience of which should have been as a driller (water or mining drilling), Good communication skills in English, both written and oral; Knowledge of mud rotary drilling and air percussion drilling works, including drilling techniques in Namibian environments. Namibian citizenship; Must have a Code CE driver's license.

Advantage will be given to candidates with prior experience in drilling operations, such as Drilling on air and mud rotary drilling operations across multiple water exploration and drilling operations, including a recognized N4 Trade Diploma in Welding and Metal Fabrication or Diesel Mechanical.

Functions and Duties:

- Lead, manage, and supervise the drilling team, including work assignment, training, performance evaluation, and safety supervision, ensuring all drilling operations are carried out efficiently and safely.
- Oversee all drilling activities, including core logging and water sampling collection.
- In charge of making requests for drilling equipment maintenance, repair, and troubleshooting in order to guarantee equipment availability and minimize downtime. Make sure that water, diesel, consumables, and drilling stock are always available.
- Manage the drilling budget, control costs, and optimize resource allocation to ensure the efficiency and cost-effectiveness of drilling operations.
- Ensure effective communication between the drilling team and other stakeholders (hydrologists, departments and local communities) to coordinate operations and resolve any operational issues.
- Encourage a high-performance workplace and a robust safety culture. Strictly enforce compliance with environmental, health, safety, and legal requirements.
- Compile and review daily, weekly, and monthly operational reports

Enquiries: Mr. Elvis Matali, Tel. 061 208 7316/ Ms Anna P. Nakathingo Tel. 061 208 7374

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION
DIVISION: INFRASTRUCTURE DEVELOPMENT & MAINTENANCE
SUBDIVISION: GROUNDWATER SUPPLY**

Post designation	:	Driller Grade 13
1x Post	:	Windhoek
Salary Scale	:	N\$ 139, 636 – N\$ 167, 481
Transport allowance	:	N\$ 13, 944 per annum
Housing allowance	:	N\$ 10, 512 per annum

Appointment Requirements: A Grade 12 Certificate on NQF L3 with 20 points in five (5) subjects and an E symbol in English, with five (5) years of experience as a driller (water or mining drilling).

Additional Requirements:

The candidate must have good communication skills in English, both written and oral; Knowledge of mud rotary drilling and air percussion drilling works, including drilling techniques in Namibian environments. Namibian citizenship; Must have a Code CE driver's license.

Functions and Duties:

- Verify the status of operations and equipment before beginning his shift (oil levels, status of compressors, and auxiliary equipment).
- Operate the draw work during drilling activities and complex manoeuvres;

- Ensure that all reporting routines are followed and that all equipment-related paperwork is carried out within his area of responsibility. Specifically, he/she must:
- Fill up a daily drilling report for the activities performed during his/her shift describing the work carried out and the equipment utilized;
- Update the pipe tally book and draft dimensioned drawings of the equipment run in the well.
- Ensure that all orders and instructions received verbally or in writing are fully understood and adhered to;
- Be safety conscious in all his/her work and use compulsory protective equipment through the application and adherence to the correct application of prescribed safety standards and regulations.
- Intervene promptly and opportunely in emergencies, at the same time notifying the superior in charge.

Enquiries: Mr. Elvis Matali, Tel. 061 208 7316 / Anna P. Nakathingo Tel. 061 208 7374

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE OF WATER SUPPLY AND SANITATION COORDINATION
DIVISION: WATER SUPPLY AND SANITATION COORDINATION SOUTHERN REGIONS
SUBDIVISION: WATER SUPPLY AND SANITATION COORDINATION HARDAP REGION**

Post designation	:	Chief Rural Water and Sanitation Officer Grade 8
1xPost	:	Hardap Scheme
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Transport allowance	:	N\$ 13, 944 per annum
Housing allowance	:	N\$ 14, 520 per annum
Remoteness allowance	:	N\$ 9000 per annum

Appointment Requirements: An appropriate National Diploma in Community Development, Adult Education, Environmental Health Science (NQF Level 6) plus six (6) years of experience in Water and Sanitation disciplines.

Additional Requirements:

The candidate must have worked at least three (3) as a Senior Rural Water and Sanitation Officer Grade 9. He/she must have a sound knowledge and understanding of the Rural Community of a particular region. The applicant must be in possession of a Code BE/B driver's license.

Functions and Duties:

- Participate in the preparation and coordination of Sub-division WSSC annual work plans
- Interpret CBM strategy and oversee the correct implementation thereof in the region.
- Develop and implement a water supply programme in the region.

- Interpret the Sanitation policy, sanitation national strategies, and oversee the correct implementation thereof in the region.
- Oversee the timely and correct completion of extension job cards for the maintenance of the WSIS database

Enquiries: Mr. Carlo C. Cloete, Tel. 063 24 2774 /89 / Ms Anna P. Nakathingo Tel. 061 208 7374

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE OF WATER SUPPLY AND SANITATION COORDINATION**

Post designation	:	Senior Artisan Foreman Grade 8
3 x Posts	:	(a) Outapi (Omusati Region) (b) Katima Mulilo (Zambezi Region) (c) Oshakati (Oshana Region)
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 14, 520 per annum

Appointment Requirements: Completed an apprenticeship or Trade Diploma in terms of existing legislation, plus, a minimum of 6 years appropriate experience.

Additional Requirements:

The candidate must have worked at least three (3) years as an Artisan Foreman Grade 9 in the operation and maintenance of water supply infrastructure, technical problem solving, and community-based management and personnel management. The candidate must be in possession of a valid Code BE/B driver's license

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Mr. Moses Tjikundi (Outapi) at Tel: 065 251900 / Ms Betty M. Muyatwa (Katima Mulilo) at Tel: 066 25 3323 / Mr Justinus Pataka (Oshakati) at Tel: 065 221447 or Ms Anna P. Nakathingo at Tel: 061 208 7374

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE OF WATER SUPPLY AND SANITATION COORDINATION**

Post designation	:	Senior Rural Water and Sanitation Officer Grade 9
2x Posts	:	(a) Eenhana (Ohangwena Region) (b) Keetmanshoop (Karas Region)
Salary Scale	:	N\$ 209, 977 – N\$ 245, 851
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 13, 944per annum

Appointment Requirements: A National Diploma in Community Development or Adult Education or Environmental Health Science on (NQF Level 6) plus a minimum of two (2) years appropriate experience in rural water and sanitation.

Additional Requirements:

Preference must have a sound knowledge and understanding of the Rural Community of a particular region. The applicant must be in possession of a Code BE/B driver's license.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Mr. Lasarus Shikololo (Eenhana) Tel (065) 264250/ Ms Sophia Katzao (Keetmanshoop) at Tel: 063 221 650 or Ms Anna P. Nakathingo at Tel: 061 208 7374

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE OF WATER SUPPLY AND SANITATION COORDINATION**

Post designation	:	Chief Artisan Foreman Grade 7
4x Posts	:	(a) Keetmanshoop (//Kharas Region) (b) Katima Mulilo (Zambezi Region) (c) Otjiwarongo (Otjozondjupa Region) (d) Gobabis (Omaheke Region)
Salary Scale	:	N\$ 305, 684 – N\$ 365, 322
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 14, 520 per annum

Appointment Requirements: A Trade Diploma in Mechanical, Electrical, or Civil Engineering on Level 3 issued in terms of existing legislation, plus a minimum of five (5) years appropriate experience.

Additional Requirements:

The candidate must have worked at least two (2) years at the level of Senior Artisan Foreman Grade 8. The candidate must be in possession of a valid Code BE/B driver's license.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Ms Sophia Katzao (Keetmanshoop) at Tel: 063 221650/ Ms Betty M. Muyatwa (Katima Mulilo) at Tel: 066 25 3323 / Mr Ernest Karabo (Otjiwarongo) at Tel: 067 303 025 / Ms Cecilie Muheua (Gobabis) at Tel: 062 564437 or Ms Anna P. Nakathingo at Tel: 061 208 7374

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE OF WATER SUPPLY AND SANITATION COORDINATION
DIVISION: WATER SUPPLY AND SANITATION COORDINATION SOUTHERN REGIONS
SUBDIVISION: WATER SUPPLY AND SANITATION COORDINATION //KHARAS
REGION**

Post designation	:	Control Administrative Officer Grade 6
1x Post	:	Keetmanshoop
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 14, 520 per annum

Appointment Requirements: An appropriate National Diploma in Business Administration or Office Administration or Public Management on NQF Level 6, plus five (5) years of appropriate experience in Administration.

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

Main responsibilities:

- Interpret and oversee the implementation of the Water Supply and Sanitation Policy
- Interpret and oversee the implementation of Community-Based Management (CBM).
- Interpret and oversee the implementation of National Sanitation and Hygiene and open Defecation Free Communication Strategies.
- Ensure monitoring of contractors on technical construction, installation, repairs and rehabilitation.
- Manage and control the sub-divisional fleet, materials, tools, equipment and the maintenance of office buildings of the Directorate.
- Manage and control the Water Supply, Sanitation and Hygiene Information System (WSSHIS).
- Ensure that vehicle accident/loss reports are recommended and submitted.
- Liaise with Plant and Fleet expenditure on fuelling and maintenance.
- Ensure that repair work and services of GRN vehicles are inspected.
- Ensure verification of the monthly transport cost charged by service providers.
- Monitor and evaluate all procurement expenditure.
- Interpret and advise administrative staff on legislation and prescriptions regarding procurement administration.
- Coordinate procurement with sectional heads, Procurement Management Unit (PMU), Head Office and Regional Council.

Enquiries: Ms Sophia Katzao (Keetmanshoop) at Tel: 063 221650 / Ms Anna P. Nakathingo at Tel: 061208 7374

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE OF WATER RESOURCE MANAGEMENT
DIVISION: GEO-HYDROLOGY
SUB-DIVISION: GROUNDWATER MANAGEMENT**

Post designation	:	Hydrologist Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 14, 520 per annum

Appointment Requirements: An appropriate B. Sc Degree (Hons) on NQF L8 in Geohydrology or Geology (with groundwater application modules).

Additional Requirement:

Good communication skills in English, both written and oral; Knowledge of Namibia's water legislation and policies; Basic administration, financial, and project management skills; Namibian citizenship; A Code B driver's license.

Functions and Duties:

- Geohydrological investigations of groundwater resources.
 - Conduct field investigations: site boreholes, supervise drilling and test pumping.
 - Monitoring of groundwater quantity, quality and use.
 - Geohydrological data collected during fieldworks and investigation projects are populated into GROWAS database.
 - Produce investigation and field reports
 - Assist the Senior Hydrologist with planning and execution of Divisional activities.
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**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE: WATER RESOURCE MANAGEMENT
DIVISION: GEOHYDROLOGY
SUB-DIVISION: GROUNDWATER MANAGEMENT**

Post designation	:	Hydrological Technician Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$ 204, 977 – N\$ 245, 851
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 14, 520 per annum

Appointment Requirements: An appropriate National Diploma on NQF L6 in Geology, Geohydrology, and Water Resources Management.

Additional Requirements: Preference will be given to candidates with a BSc. Degree on NQF L7 in Geology, Geohydrology, Water Resources Management. A Code B driver's license. Knowledge of Namibia's water legislation and policies, Good communication skills in English both written and oral

Functions and Duties:

- Collection and entry of data into the database (GROWAS II)
- 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. Sakeus Ihemba, Tel: (061) 208 7148 / Ms. Selma I. Angula Tel: (061) 205 3053.

**DIRECTORATE OF WATER RESOURCE MANAGEMENT
DIVISION: WATER BASIN MANAGEMENT
SUBDIVISION: NATIONAL WATER BASIN
SECTION: CENTRAL BASIN**

Post designation : Hydrologist Grade 8

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1xPost	:	Windhoek
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 14, 520 per annum

Appointment Requirements: An appropriate B. Sc Degree (Hons) on NQF L8 in Water Resources Management, Environmental Science/Biology, Chemistry, Hydrology.

Additional Requirements: Applicants should demonstrate interest in general Water Resources Management and be familiar with water and environmental legislation, the Basin Management Approach. Applicants should also be computer-literate and have good English communication and writing skills. A valid Driver's License is required for this position. Knowledge and experience in water resources management will be an added advantage.

Duties & Responsibilities:

- Assist with the coordination of specific tasks related to water basin management in Namibia
- Support the implementation of integrated water resources management issues in the country and internationally
- Assist with the awareness raising on the Water Resources Management Act, Act 11 of 2013, National Water Policy of 2000
- Support awareness raising on water resources and general environmental-related matters.
- Support the establishment of Water Basin Management Committees (BMC) and other water management institutions
- Provide administration, secretariat and technical support to Basin Management Committees
- Assist with the drawing up of tender specifications, the administrative and technical handling and payment of tenders
- Supervise and co-ordinate the smooth execution of all routine tasks, trips, reports and as well certain technical/scientific investigative projects;
- Participate in and represent the Division at stakeholder meetings and on committees.
- Coordinate and/or compile basin status reports
- Supervise junior staff members in the Sub-section
- Carry out any other tasks as assigned by the supervisor - Senior Hydrologist: National Water Basins: Central Basins

Enquiries: Ms. Ndina Nashipili; Tel (061) 208 7154 / Ms. Selma I. Angula Tel: (061) 205 3053.

**DIRECTORATE OF WATER RESOURCE MANAGEMENT
DIVISION: WATER BASIN MANAGEMENT
SUBDIVISION: INTERNATIONAL WATERS**

Post designation	:	Hydrologist Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Transport allowance : N\$ 10, 512 per annum
Housing allowance : N\$ 14, 520 per annum

Appointment Requirements: An appropriate B. Sc Degree (Hons) on NQF L8 in Water Resources Management, Environmental Science, International Law/Policy or Hydrology.

Additional Requirements: Applicants should demonstrate an understanding of trans boundary water management and diplomacy, and be familiar with National Water and Environmental Management legislation. Applicants should be computer literate and have good English communication and writing skills.

A valid Driver's License is required for this position. Knowledge and experience in water resources management, particularly international or trans boundary water management, principles and protocols, will be an added advantage.

Duties & Responsibilities:

- Provide administrative, secretariat, and technical support to international River Basin Commissions
- Support the Division with the coordination of general River Basin Commissions activities and other international organizations in the Water Sector
- Support the implementation of the integrated water resources management issues in the country and internationally
- Support with the implementation of the Water Resources Management Act, Act 11 of 2013, and the National Water Policy of 2000
- Support awareness raising on water resources and general environmental-related matters.
- Supervise and co-ordinate the smooth execution of all routine tasks, trips, reports, and as well as certain technical/scientific investigative projects;
- Participate in and represent the Division at stakeholder meetings and on committees.
- Supervise junior staff members in the Sub-section and carry out any other tasks as assigned by the supervisor - Senior Hydrologist: International Waters

Enquiries: Ms. Ndina Nashipili; Tel (061) 208 7154 / Ms. Selma I. Angula Tel: (061) 205 3053.

**DIRECTORATE OF WATER RESOURCE MANAGEMENT
DIVISION: WATER BASIN MANAGEMENT
SUBDIVISION: NATIONAL WATER BASIN
SECTION: NORTHERN BASIN MANAGEMENT**

Post designation : Hydrologist Grade 8
1x Post : Katima Mulilo
Salary Scale : N\$ 250, 767 – N\$ 299, 691
Transport allowance : N\$ 10, 512 per annum
Housing allowance : N\$ 14, 520 per annum

Appointment Requirements: An appropriate B. Sc Degree (Hons) on NQF L8 in Water Resources Management, Environmental Science/Biology, Hydrology, or Geography.

Additional Requirements: The candidate should demonstrate interest in general Integrated Water Resources Management and be familiar with the National Water and Environmental Legislation. Applicants should also be computer-literate and have good English communication and writing skills. A valid Driver's License is required for this position. Knowledge and experience in water resources management will be an added advantage.

Duties & Responsibilities:

- Provide technical and administrative support to the Zambezi Basin Management Committee
- Support the implementation of the Water Resources Management Act 11 of 2013 and the National Water Policy of 2000
- Facilitate and coordinate Zambezi Basin stakeholders' participation in water resources management and related issues/concept/technologies
- Render support towards monitoring of water resources management in the basin
- Support the development, review, and implementation of an integrated water resources management plan in the basin
- Assist with the drawing up of tender specifications, the administrative and technical handling and payment of tenders specific to the sub-basin
- Supervise and co-ordinate the smooth execution of all routine tasks, trips, reports and as well certain technical/scientific investigative projects
- Support the International Waters related activities in the in Zambezi – Kwando – Linyanti Rivers
- Supervise junior staff members in the Section and carry out any other tasks as assigned by the supervisor - Senior Hydrologist: Water Basins Management, Northern Water Basin Management

Enquiries: Ms Ndina Nashipili; Tel (061) 208 7154 / Ms. Selma I. Angula Tel: (061) 205 3053.

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE: WATER RESOURCE MANAGEMENT
DIVISION: WATER ENVIRONMENT
SUBDIVISION: WATER ECOLOGY AND RESEARCH**

Post designation	:	Chief Hydrologist Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$ 454, 232 – N\$ 543, 055
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 14, 520 per annum

Appointment Requirements: An appropriate B. Sc Degree (Hons) on NQF L8 in Environmental Biology, Zoology and or Limnology, plus seven (7) years of appropriate experience in assessment and monitoring of ecological health of

rivers and other wetlands, aquatic ecological status classification, aquatic macroinvertebrates' identification, and application of Stream Assessment Scoring Systems (both SASS and NASS, miniSASS).

Additional Requirements: An MSc Degree on NQF L8 in Integrated Water Resources Management (IWRM) would be an additional recommendation. Accreditation in the application of SASS5 would serve as an additional advantage. A valid Driver's License is required for this position.

Duties & Responsibilities:

- Responsible for wetland resources research and monitoring.
- Responsible for planning, coordinating and undertaking fieldwork for aquatic ecology investigations.
- Responsible for collecting, processing and analysing and disseminating of aquatic ecological data.
- Responsible for conducting biological monitoring on wetlands using South African Scoring System (SASS) and Namibian Scoring System (NASS) and MiniSASS.
- Support the implementation of the Water Resources Management Act 13 of 2013 and other related regulatory frameworks to improve overall water resources management in the country.
- Responsible for reviewing and evaluating Environmental Impact Assessment Reports and applications for wetlands and water resources use.
- Responsible for awareness creation on wetlands and water resources.
- Responsible for developing wetlands and water awareness resource materials.
- Provide support towards the implementation of the National Integrated Water Resources Management Plan.
- Contribute to the development of information materials for National Water Awareness Campaigns and assist with the coordination and planning of World Water and World Wetlands days.
- Investigate aspects of the aquatic ecology, biodiversity and environmental water requirements of perennial rivers, ephemeral rivers, and other wetlands in Namibia through studies, projects, literature review and co-operation with other aquatic scientists.
- Provide aquatic ecosystem information and expertise to support water resources management, new policies and legislation, environmental assessments and other Departments and institutions.
- Provide technical support and liaise with river basin management committees, relevant ministries, sectors and authorities on water and wetlands use issues.
- Represent the Water Ecology and Research Subdivision and the Division at departmental, regional or national committees or workshops.
- Head and supervise Hydrologists and other junior staff in the Water Ecology and Research Subdivision and report directly to the Deputy Director.
- The Chief Hydrologist will carry out any other additional official duties as assigned by the Deputy Director.

Enquiries: Ms Cynthia Ortmann at Tel no: 061-208 7169, / Ms. Selma I. Angula Tel: (061) 205 3053.

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE: WATER RESOURCES MANAGEMENT
DIVISION: WATER ENVIRONMENT
SUBSECTION: WATER QUALITY AND INVESTIGATIONS

Post designation	:	Senior Hydrologist Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 14, 520 per annum

Appointment requirements: An appropriate B. Sc Degree (Hons) on NQF L8 in Chemistry or Environmental Biology as major subjects plus 6 years of appropriate experience in Water Resources Quality Management, and Water Treatment Technologies is required.

Additional requirements: An MSc Degree in Integrated Water Resources Management, would be an added advantage. A valid Driver's License is required for this position.

Duties & Responsibilities:

- Conduct water quality assessments and research projects;
- Administer the review and enforcement of quality regulations and guidelines/standards;
- Process water quality data to evaluate compliance and manage water resources;
- Contribute to international river basins on the water quality of international water sources;
- Provide technical support to basin management committees;
- Supervision and co-ordination of specific tasks related to the water quality compliance regulations;
- Assist with the drawing up of tender specifications, the administrative and technical handling and payment of tenders;
- Supervise and co-ordinate the smooth execution of all routine tasks, trips, reports and as well certain technical / scientific investigative projects;
- Assist with the awareness raising on the Water Resources Management Act, Act 11 of 2013 and the implementation process;
- Supervise junior staff members in the section
- Carry out any other tasks as assigned by the supervisor

Enquiries: Ms Cynthia Ortmann at Tel no: 061-208 7169, / Ms. Selma I. Angula Tel: (061) 205 3053.

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE: WATER RESOURCE MANAGEMENT
DIVISION: WATER ENVIRONMENT
SUBSECTION: WATER LABORATORY SERVICES

Post designation	:	Hydrological Technician Grade 9
1x Post	:	Windhoek

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 13, 944 per annum

Appointment requirements: An appropriate National Diploma on NQF L6 in Chemistry, Biochemistry, and Microbiology.

Additional requirements: The applicant must demonstrate interest in Water Treatment and Analysis Technologies, Water Quality, and Pollution Control issues. Preference will be given to candidates with a BSc. Degree on NQF L7 in Chemistry, Biochemistry, and Microbiology. A Code B driver's license is required.

Duties & Responsibilities:

- Attend to issues and projects pertaining to water analysis and treatment technology;
- Attend to the functioning of the Water Quality Laboratory for the Department;
- Attend to the operation, calibration, and maintenance of relevant equipment and instruments
- Develop and maintain Standard Operating Procedures (SOPs);
- Attend to water quality applied research projects;
- Review, set, and enforce water quality regulations and guidelines/standards for Namibia;
- Process water quality/pollution control data to evaluate and manage water resources.
- Attend to any other task that may be given from time to time by the DD: Water Environment.

Enquiries: Ms Cynthia Ortmann at Tel no: 061-208 7169, / Ms. Selma I. Angula Tel: (061) 205 3053.

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE: WATER RESOURCE MANAGEMENT
DIVISION: WATER ENVIRONMENT
SUBSECTION: WATER POLLUTION CONTROL AND INVESTIGATIONS**

Post designation	:	Chief Technical Assistant Grade 12
1xPost	:	Windhoek
Salary Scale	:	N\$ 113, 141 – N\$ 135, 702
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 13, 944 per annum

Appointment requirements: A Grade 10 (or equivalent) Certificate on NQF Level 2, with 27 points in seven (7) subjects and a D symbol in English, Plus five (5) years of appropriate experience as a Technical Assistant Grade 13, in water pollution and quality management.

Additional requirements: Computer literacy and a Code B driver's license will be an added advantage.

Duties & Responsibilities:

- Assist with Water Quality and Pollution Control and Compliance Monitoring Investigations;
- Responsible for handling and registering water quality samples;
- Responsible for facilitating the delivery of water quality samples to the laboratory for analysis;
- Responsible for filing water quality analysis results and providing water quality analysis results to stakeholders upon request;
- Responsible for stock taking of stationery;
- Responsible for providing general technical support to the Division: Water Environment Division
- Assist the division with divisional procurement needs;
- Assist with minutes taking during meetings;
- Assist with Divisional Fleet management;
- Responsible for supervising Technical Assistants.

Enquiries: Ms Cynthia Ortmann at Tel no: 061-208 7169, / Ms. Selma I. Angula Tel: (061) 205 3053.

Applications must be addressed to:

**The Executive Director
Ministry of Agriculture, Fisheries, Water and Land Reform
Private Bag 13184
WINDHOEK**

OR

**Hand delivery at:
Government Office Park, Luther Street,
Ministry of Agriculture, Fisheries, Water and Land Reform
Old Building Entrance.**

**DEPARTMENT OF TECHNICAL, OPERATIONS, PLANNING AND RESOURCE
MANAGEMENT
DIRECTORATE OF RESOURCE MANAGEMENT
DIVISION: APPLIED RESEARCH
SUBDIVISION: ENVIRONMENT**

Post Designation	:	Senior Fisheries Biologist Grade 6
1xPost	:	Lüderitz
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17, 400 per annum
Danger Allowance	:	N\$ 36, 204 per annum

Appointment requirements: An appropriate BSc. Hons. Degree or an equivalent qualification on NQF Level 8 in one or more of the following directions: Oceanography, Marine or Fisheries Science or Marine Biology and three (3) years' relevant work experience.

Additional requirements: A sound background in Oceanography would be advantageous. The successful candidate will supervise, coordinate and lead the research and administrative activities within the Integrated Oceanography section and as such will be required to work at sea for up to 60 days per annum. The candidate must have a high degree of competence in the use of computers and a valid B code driver's license.

Enquiries: Ms. Agnes Negongoh, Tel: +264 61 2053008, Dr. Anja Kreiner, Tel No. 064 410 1158

**DEPARTMENT OF TECHNICAL, OPERATIONS, PLANNING AND RESOURCE
MANAGEMENT
DIRECTORATE OF RESOURCE MANAGEMENT
DIVISION: RESEARCH MANAGEMENT
SUBDIVISION: DEMERSAL**

Post Designation	:	Senior Fisheries Biologist Grade 6
1x Post	:	Swakopmund
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17, 400 per annum
Danger Allowance	:	N\$ 36, 204 per annum

Appointment requirements: An appropriate BSc. Hons. Degree or an equivalent qualification on NQF Level 8 in one or more of the following fields: Fisheries and/ or Aquatic Sciences, Marine and Environmental Sciences or Oceanography, Statistics/Bio-statistics and three (3) years' experience as a Fisheries Biologist Grade 8.

Additional requirements: High degree of competence in the use of computers, particularly Microsoft (Access, Excel and Word software). A valid B code driver's license. The successful candidate will be required to work at sea for up to 60 days per annum.

Enquiries: Ms. Agnes Negongoh, Tel: +264 61 2053008, Mr. Erich Maletzky, Tel No. 064 410 1000

**DEPARTMENT OF TECHNICAL, OPERATIONS, PLANNING AND RESOURCE
MANAGEMENT
DIRECTORATE OF OPERATIONS
DIVISION: MONITORING, CONTROL, AND SURVEILLANCE
SUBDIVISION: INSPECTORATE
SECTION: INLAND FISHERIES INSPECTORATE**

Post designation	:	Chief Fisheries Inspector Grade 9
1x post	:	Rundu
Salary scale	:	N\$ 204, 977 – N\$ 245, 851
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 13, 944 per annum

Danger Allowance : N\$ 48, 396 per annum

Appointment requirements: A Grade 12 or equivalent Certificate on NQF L3, with 20 points in five (5) subjects and an E symbol in English, plus the passing of the Fisheries Inspector Course (FIOC), with six (6) years of appropriate experience.

Additional requirements: The candidate must have worked at least three (3) years at a level of a Senior Fisheries Inspector Grade 10. Candidate must be in possession of a valid (Code: B or BE or higher) driver's license. He/she must be willing to work long hours and on weekends and public holidays. He/she must be willing to perform duties under harsh environmental conditions on land and on rivers.

**DIRECTORATE OF OPERATIONS
DIVISION: MONITORING, CONTROL AND SURVEILLANCE
SUBDIVISION: INSPECTORATE
SECTION: INLAND FISHERIES INSPECTORATE**

Post designation : Chief Fisheries Inspector Grade 9
1x post : Katima Mulilo
Salary scale : N\$ 204, 977 – N\$ 245, 851
Transport Allowance : N\$ 10, 512 per annum
Housing Allowance : N\$ 13, 944 per annum
Danger Allowance : N\$ 48, 396 per annum

Appointment requirements: A Grade 12 or equivalent Certificate on NQF L3, with 20 points in five (5) subjects and an E symbol in English, plus the passing of the Fisheries Inspector Course (FIOC), with six (6) years of appropriate experience.

Additional requirements: The candidate must have worked at least three (3) years at a level of a Senior Fisheries Inspector Grade 10. Candidate must be in possession of a valid (Code: B or BE or higher) driver's license. He/she must be willing to work long hours and on weekends and public holidays. He/she must be willing to perform duties under harsh environmental conditions on land and on rivers.

Enquiries: Mr. Ferdinand Pea, Tel No. 066 262200 / Ms. Selma Angula, Tel: 061 205 3053.

**DEPARTMENT OF TECHNICAL, OPERATIONS, PLANNING AND RESOURCE
MANAGEMENT
DIRECTORATE: OPERATIONS
DIVISION: MONITORING, CONTROL AND SURVEILLANCE
SUBDIVISION: INSPECTORATE
SECTION: LUDERITZ INSPECTORATE**

Post designation : Chief Fisheries Inspector Grade 9
1x post : Lüderitz
Salary scale : N\$ 204, 977 – N\$ 245, 851
Transport Allowance : N\$ 10, 512 per annum

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Housing Allowance : N\$ 13, 944 per annum
Danger Allowance : N\$ 48, 396 per annum

Appointment requirements: A Grade 12 or equivalent Certificate on NQF L3, with 20 points in five (5) subjects and an E symbol in English, plus the passing of the Fisheries Inspector Course (FIOC), with six (6) years of appropriate experience.

Additional requirements:

The candidate must have worked at three (3) years' appropriate experience must be at a level of a Senior Fisheries Inspector Grade 10. Candidate must be in possession of a valid (B or BE or higher code) driver's License. He/she must be willing to work long hours and on weekends and public holidays. He/she must be willing to perform duties under harsh environmental conditions on land and at sea.

Enquiries: Mr. Desmond Bester, Tel No. 063 202415; Ms. Selma Angula, Tel: 061 205 3053

**DEPARTMENT OF TECHNICAL, OPERATIONS, PLANNING AND RESOURCE
MANAGEMENT**

DIVISION: GENERAL SERVICES

SUBDIVISION: AUXILIARY SERVICES

SECTION: OFFICE SERVICES, TENDERS AND CONTRACTS

Post designation : Senior Administrative Officer Grade 10
1x Post : Windhoek
Salary Scale : N\$ 167, 481 – N\$ 200, 878
Transport allowance : N\$ 10, 512 per annum
Housing allowance : N\$ 13, 944 per annum

Appointment requirements: An appropriate National Diploma in Logistics and Supply Chain Management or Procurement Management or equivalent qualification on NQF Level 6 plus one (1) year appropriate experience or a Grade 12 certificate (NQF Level 3) plus three (3) years appropriate experience.

**DEPARTMENT OF TECHNICAL, OPERATIONS, PLANNING AND RESOURCE
MANAGEMENT**

DIVISION: GENERAL SERVICES

SUBDIVISION: AUXILIARY SERVICES

SECTION: TRANSPORT AND STORES

Post designation : Senior Administrative Officer Grade 10
(Transport)
1x Post : Windhoek
Salary Scale : N\$ 159, 505- 191, 312
Transport allowance : N\$ 10, 512 per annum
Housing allowance : N\$ 13, 944 per annum

Appointment requirements: An appropriate National Diploma in Transport Management or equivalent qualification on NQF Level 6 plus one (1) year appropriate experience or a Grade 12 certificate (NQF Level 3) plus three (3) years appropriate experience.

Enquiries: Ms. Jessica Soja, Tel: 061 205 3044; Ms. Hilma Ashaadhila, Tel: 061 205 3019

**DEPARTMENT OF TECHNICAL, OPERATIONS, PLANNING AND RESOURCE
MANAGEMENT**

**DIVISION: GENERAL SERVICES
SUBDIVISION: AUXILIARY SERVICES
SECTION: TRANSPORT AND STORES**

Post designation : Senior Administrative Officer Grade 10 (Stores)
1x Post : Windhoek
Salary Scale : N\$ 159, 505 - 191, 312
Transport allowance : N\$ 10, 512 per annum
Housing allowance : N\$ 13, 944 per annum

Appointment requirements: An appropriate National Diploma in Logistics and Supply Chain Management or equivalent qualification on NQF Level 6 plus one (1) year appropriate experience or a Grade 12 certificate (NQF Level 3) plus three (3) years appropriate experience.

Enquiries: Ms. Jessica Soja, Tel: 061 205 3044; Ms. Hilma Ashaadhila, Tel: 061 205 3019

**DEPARTMENT OF TECHNICAL, OPERATIONS, PLANNING AND RESOURCE
MANAGEMENT**

**DIRECTORATE OF RESOURCE MANAGEMENT
DIVISION: DIVISION RESEARCH MANAGEMENT
SUBDIVISION: DEMERSAL**

Post designation : Chief Technical Assistant Grade 12
1x Post : Swakopmund
Salary Scale : N\$ 113, 141 – N\$ 135, 702 per annum
Transport allowance : N\$ 10, 512 per annum
Housing allowance : N\$ 13, 944 per annum

Appointment requirements: A Grade 10 with 27 points in seven (7) subjects and a D symbol in English (or equivalent) Certificate on (NQF Level 2), and three (3) years' experience as a Technical Assistant Grade 13.

Additional Requirements: Computer literacy, particularly Microsoft Word and Excel, plus a valid driver's license, will be an added advantage.

Enquiries: Ms. Agnes Negongoh, Tel: 061 205 3008/ Mr. Erich Maletzky, Tel No. 064 410 1000

**DEPARTMENT OF TECHNICAL, OPERATIONS, PLANNING AND RESOURCE
MANAGEMENT
DIRECTORATE OF RESOURCE MANAGEMENT
DIVISION: APPLIED RESEARCH
SUBDIVISION: PELAGIC**

Post Designation	:	Senior Fisheries Research Technician Grade 8
1x Post	:	Swakopmund
Salary Scale	:	N\$ 250, 767– N\$299, 691
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17, 400 per annum
Danger Allowance	:	N\$ 36, 204 per annum

Appointment requirements: An appropriate National Diploma or equivalent qualification on NQF L6 in one or more of the following directions: Fisheries and Aquatic Sciences, Marine, Zoology, Statistics/Bio-statistics and Oceanography.

Additional requirements: The successful candidate will be required to work at sea for approximately 60 days per annum. A high degree of competence in the use of computer, particularly Microsoft (Access, Excel, Word software. The incumbent must be physically fit, as lifting heavy equipment is involved. A valid code B driver's license for field trips that the applicant will be heading.

Enquiries: Dr. John Kathena, Tel: 064 410 1159; Ms. Agnes Negongoh, Tel: 061 205 3008

Applications must be addressed to:

The Executive Director

Ministry of Agriculture, Fisheries, Water and Land Reform

Private Bag 13184

WINDHOEK

OR

Hand delivery at:

Block C Brendan Simbwaye Square Cnr Uhland, Goethe Street,

FISHERIES BUILDING

Human Resources Division, Ground Floor, Room 013.

**MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND
CULTURE**
DEPARTMENT: FORMAL EDUCATION
DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT
DIVISION: EXAMINATION CERTIFICATION, CORRESPONDENCE AND ENQUIRIES
SUB-DIVISION: EXAMINATION CERTIFICATION AND DATA

Post Designation : Senior Education Officer Grade 6
1 x Post : Windhoek (HQ)
Salary Scale : N\$ 372, 627 — N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 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.

Supplementary Selection Requirements:

- A Bachelor's Degree (NQF Level 7 or 8) in Information Technology or Information Systems or Computer Science or Data Management or a related field will be an added advantage.
- Proficiency in Microsoft Office Suite, particularly Excel and Word,
- Ability to capture, manage, and verify data accurately using electronic systems,
- Basic ICT support and troubleshooting skills,
- Strong attention to detail and ability to handle high-volume, sensitive examination data.
- Understanding of data confidentiality and secure handling procedures,
- Ability to apply procedures, maintain records, and meet deadlines,
- Good organizational and communication skills, including liaison with stakeholders.

Enquiries: Dr. Elizabeth Ndjendja **Tel: (061-2933408)**

OFFICE OF THE EXECUTIVE DIRECTOR
DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation : Chief Security Operations Officer Grade 6
1 x Post : Windhoek (HQ)
Salary Scale : N\$ 372,627 – N\$ 445,325
Housing Allowance : N\$ 17, 424 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum Requirements: A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6. A completed police, military, correctional service or security management basic

training is essential. Confirmation of probation is subject to the successful completion of the Advanced Security Awareness training by Namibia Central Intelligence Service (NCIS).

NB: Appointment to this position is subject to security clearance (Vetting).

Post Designation	:	Senior Security Operations Officer Grade 7
1 x Post	:	Windhoek (HQ)
Salary Scale	:	N\$ 305,684 – N\$ 365,322
Housing Allowance	:	N\$ 17, 424 p.a
Transport Allowance	:	N\$ 10, 512 p.a

Minimum Requirements: A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6. A completed police, military, correctional service or security management basic training is essential. Confirmation of probation is subject to the successful completion of the Advanced Security Awareness training by Namibia Central Intelligence Service (NCIS).

NB: Appointment to this position is subject to security clearance (Vetting).

Post Designation	:	Security Operations Officer Grade 8
2 x Post	:	Windhoek (HQ)
Salary Scale	:	N\$ 250,767 – N\$ 299,691
Housing Allowance	:	N\$ 17, 424 p.a
Transport Allowance	:	N\$ 10, 512 p.a

Minimum Requirements: A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6. A completed police, military, correctional service or security management basic training is essential. Confirmation of probation is subject to the successful completion of the Advanced Security Awareness training by Namibia Central Intelligence Service (NCIS).

NB: Appointment to this position is subject to security clearance (Vetting).

Post Designation	:	Security Operations Assistant Grade 12
2 x Post	:	Windhoek (HQ)
Salary Scale	:	N\$ 113,141 – N\$ 135,702
Housing Allowance	:	N\$ 13, 944 p.a
Transport Allowance	:	N\$ 10, 512 p.a

Minimum Requirements: A Grade 12 Certificate or equivalent qualification (NQF Level 3) with a minimum of 20 points over five (5) subjects including an E symbol in English. A completed police, military, correctional service or security management basic training is essential. Confirmation of probation is subject to

the successful completion of the Advanced Security Awareness training by Namibia Central Intelligence Service (NCIS).

NB: Appointment to this position is subject to security clearance (Vetting).

Enquiries: Mr Petrus Elago

Tel: (061-2933240 or 061- 2933239)

**DIVISION: EXAMINATION CERTIFICATION, CORRESPONDENCE AND ENQUIRIES
SUBDIVISION: EXAMINATION CERTIFICATION AND DATA**

Post Designation : Senior Administrative Officer Grade 10
1 x Post : Windhoek (DNEA)
Salary Scale : N\$ 159, 505 – N\$ 191, 312
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience.

OR

A Grade 12 Certificate or equivalent qualification (NQF Level 3) with a minimum of 20 points over five (5) subjects including an E symbol in English and 3 years of appropriate experience.

Supplementary Selection Requirements:

- Proficiency in Microsoft Word and Excel, including data entry, formatting, and basic spreadsheet functions;
- Basic computer skills, including the ability retrieve candidate records, and verify information;
- Strong attention to detail and accuracy in handling data especially examination records;
- Knowledge of document handling, filing systems, and basic tracking procedures for physical and digital records;
- Understanding of secure data handling and confidentiality protocols, particularly in examination –related processes;
- Ability to follow procedures related to the preparation, packaging, and dispatch of materials.

Enquiries: Dr. Elizabeth Ndjendja **Tel: (061 – 293 3408)**

Applications should be addressed to:

**Ministry of Education, Innovation, Youth, Sports, Arts & Culture
Human Resource Office
Private Bag 13186
Windhoek**

Or hand deliver to:

Ministry of Education, Innovation, Youth, Sports, Arts & Culture

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM
DEPARTMENT: NATURAL RESOURCE MANAGEMENT
DIRECTORATE: SCIENTIFIC SERVICES
DIVISION: WILDLIFE UTILIZATION
SUBDIVISION: CONCESSION UNIT

Post designation	:	Chief Warden Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$ 305, 685 – N\$ 365, 322
Salary Notch	:	N\$ 305, 685 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

ADVERTISEMENT REQUIREMENTS: An appropriate National Diploma or equivalent qualification at NQF L6 in the following fields: Nature Conservation, Wildlife Management, Protected Areas Management, Conservation Biology, Environmental Management or Biodiversity Management, Environmental Sciences or related fields, Three (3) years at Warden Grade 9 position or equal grade and a valid Code B Driver's License which is 2 year and older.

ADDITIONAL REQUIREMENTS: Additional experience or qualifications in Tourism, Business Management, Development Planning, Social Sciences will serve as an advantage. This position requires the incumbent to travel and do fieldwork from time to time.

JOB DESCRIPTION: The incumbent will be responsible for day-to-day planning, processing and monitoring of concessions, administration and procurement of concessions

Duties include, but are not limited to the following:

- General implementation of the Policy on Tourism and Wildlife Concessions on State Land;
- Establish procedures, policies, systems, databases, records, contracts, and skills necessary for the professional and effective management of concessions;
- Proactively plan for concession activities;
- Process and procure concessions either by preferential awarding of concessions to conservancies, competitive tender or unsolicited applications;
- Assess concession proposals with the appropriate technical support and recommend to the Minister;
- Monitor concession activities to ensure impacts are minimized and concession conditions are complied with;
- Negotiate concession agreements, collect revenue and conduct rent reviews; including assisting conservancies (who already have concessions) to enter into arrangements or joint ventures with third parties;
- Maintain effective relationships with concessionaires, NGOs, conservancies and the tourism sector;
- Serve as Secretariat of Concessions Committee.

- Support and advise the Chief Control Warden with regard to concession matters.

Enquiries: Ms. F. Katamila at 0819528656 or Ms. Sirkka Ndakalako at 0819528498

**DIRECTORATE: TOURISM AND GAMING
DIVISION: TOURISM DEVELOPMENT
SUBDIVISION COMMUNITY BASED TOURISM**

Post designation	:	Senior Tourism Officer Grade 7
Duty station	:	Windhoek
Salary Scale	:	N\$ 305, 685 – N\$ 365, 322
Salary Notch	:	N\$ 305, 685 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Advertisement requirements: A Bachelor Degree at NQF Level 7 in Tourism Management, Hospitality, Travel and Tourism or relevant qualification plus 6 years approximate working experience in community based.

Additional Requirements: Applicant must be in possession of a valid Code B Driver's License which is two (2) years and older. An appropriate knowledge and experience of community-based, project management and culture and heritage management.

Job Description

The Senior Tourism Officer is responsible to develop and promote tourism in order to attract visitors and produce significant economic benefits to the country's economy. The main areas include tourism awareness, visitor management and the development of tourism products, services and facilities. Further, increasingly focuses on economic development at both urban and rural regeneration as well as strategic planning, particularly in local authorities. Other key focused concepts are to maintain the visitor services and attractions. The work involves liaising with the O/M/As as well as behind the scenes preparation and planning for tourism development.

Duties and responsibilities:

- Supervise the Tourism Officers under the Subdivision.
- Implement the National Policy on Tourism for Namibia (2008).
- Create an enabling environment for sustainable tourism development.
- Coordinate the implementation of ministerial policies, strategies, plans, and programmes at national level.
- Develops and promotes tourism to ensure tourist attraction and produce significant economic benefits.
- Organise and manage special and seasonal event and festivals.
- Coordinate the execution of tourism awareness and sensitization activities such as tourism days, events and exhibitions.
- Identify skills gaps and facilitate tourism related training for the communities.
- Facilitate the identification and development of Community Based Tourism projects in the regions.

- Coordinate and provide tourism advisory services.
 - Monitoring and evaluation of CBTEs projects.
 - Assist in stakeholder's relationship management.
 - Assist in market intelligence and encourage the creation of tangible tourism associations.
 - Develop and strengthen working relationships with regional and multilateral tourism organizations.
 - Manage tourism product development programmes.
- Any other duties assigned by the supervisor.

Enquiries: Mr. Frans Helao, Tel: +264 81 – 952 8568/ Ms. Sirkka Ndakalako, Tel. +264 81 - 9528498.

**DIRECTORATE: PLANNING AND TECHNICAL SERVICES
SUBDIVISION INFORMATION, COMMUNICATION TECHNOLOGY**

Post Designation	:	Computer Technician Grade 11
1 x Post	:	Windhoek
Salary Scale	:	N\$ 157, 632 – N\$ 177, 946 (P)
Salary Notch	:	N\$ 157, 632 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Advertisement Requirements: A National Diploma or equivalent qualification in Information Technology and related field on NQF Level 6.

Main Duties

- Report to the Chief System Administrator: Sub-Division ICT
- This job category includes personnel involved at operational level with the operating and monitoring of computer equipment.
- Monitoring and controlling of the production environment to meet on-line service commitments
- Application of installation standards and procedures, which includes inter alia Anti-Virus installations, Operating Systems and all applicable programs on devices.
- User Support and performing preventative maintenance on a routine basis.
- The identification of faults and ensuring appropriate repairs.
- The effective resolution of routine problems for eg: Email Services.
- The implementing of changes in accordance with procedures; the operating of peripheral equipment and operating systems and the ensuring of the effective utilization of machine resources and prioritizing of workload.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. J. Kitsie at 081 952 8477 / Ms. S. Ndakalako at 081 952 8498

**DIRECTORATE: ENVIRONMENTAL AFFAIRS
DIVISION: ENVIRONMENTAL ASSESSMENTS, WASTE MANAGEMENT, POLLUTION
CONTROL AND INSPECTIONS
SUBDIVISION: WASTE MANAGEMENT AND POLLUTION CONTROL**

Post Designation	:	Chief Conservation Scientist: Grade 5
1x Post	:	Windhoek
Salary scale	:	N\$ 454, 232– N\$ 543, 055
Salary Notch	:	N\$ 548, 745 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

ADVERTISEMENT REQUIREMENTS: An Honors Degree at NQF Level 8 in the following fields of studies: Environmental Management, Environmental Engineering, Cleaner Production. A minimum of six (6) years' experience in environmental management and regulation including understanding of sound waste management and its principles and a valid Code B Driver`s License which is two (2) years or older.

JOB DESCRIPTION: Evaluate and examine applications for environmental clearance certificates including analysis of likely pollution and contamination of soil and water to ensure compliance with sound environmental management practices, policies and regulations;

Participate in the inspection of waste disposal sites, new development sites, industrial sites, air pollution sources, industrial and domestic waste treatment systems and sites, solid and hazardous waste management systems;

Collect, synthesize, and analyze data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, soil and water sample analysis;

Provide quality control on applications for endorsements for transboundary movement of waste

Participate in International, Regional and Local waste management forums including participating in negotiations for sound management of waste

Facilitate development of country positions for Conference of Parties to multilateral agreements on sound management of chemicals and waste

Enquiries: Ms. Saima Angula at 0819528619 / Ms. S. Ndakalako at 081 952 8498

DIRECTORATE: ENVIRONMENTAL AFFAIRS
DIVISION: ENVIRONMENTAL ASSESSMENTS, WASTE MANAGEMENT, POLLUTION CONTROL AND INSPECTIONS
SUBDIVISION: WASTE MANAGEMENT AND POLLUTION CONTROL

Post Designation	:	Senior Conservation Scientist Grade 6
1 x Post	:	Windhoek
Salary scale	:	N\$ 372, 627– N\$ 445, 325
Salary Notch	:	N\$ 372, 627per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

ADVERTISEMENT REQUIREMENTS: An Honors Degree at NQF Level 8 in the following fields of studies: Environmental Management, Environmental Engineering, Geo-Hydrology (groundwater), Hydrology (surface water), Cleaner production. A minimum of four (4) years' experience in Geo- Hydrology and hydrology investigations.

Additional Requirement: the candidate must have a valid Code B Driver`s License which is two (2) years or older.

JOB DESCRIPTION

- Collect, synthesize, and analyze data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, soil and water sample analysis;
- Participate in the inspection of new development sites, industrial sites, air pollution sources, industrial and domestic waste treatment system, solid and hazardous waste management systems as well as water supply systems and plants;
- Review, evaluate and examine applications for environmental clearance certificates including analysis of likely water pollution and contamination, hydrogeological data, to ensure compliance with sound environmental management practices, policies and regulations;
- Participate in International, Regional and Local waste management forums;
- Carry out research on environmentally sound management of waste as required and present findings;
- Participate in stakeholder engagement activities on environmental management and regulation

Enquiries: Ms. Saima Angula at 0819528619 / Ms. S. Ndakalako at 081 952 8498

**DIRECTORATE: PLANNING AND TECHNICAL SERVICES
DIVISION PLANNING AND COORDINATION
SUBDIVISION STRATEGIC PLANNING, MONITORING AND EVALUATION**

Post Designation	:	Chief Economist Grade 6
1 x Post	:	Windhoek
Salary scale	:	N\$ 372, 627– N\$ 445, 325
Salary Notch	:	N\$ 372, 627per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Advertisement Requirements: An appropriate Bachelor Degree at NQF L7, majoring in Economics, plus seven (7) years of appropriate experience as an Economist of which 5 years must be at a Senior Economist Grade 7 or equivalent,

Additional Requirements: The applicant must have code B driver license which is two (2) years and older and have been on the level of Senior Economist Grade 7. The experience mentioned-above must have been attained whilst employed

in the same job category performing the same functions and duties as per PSM Circular No. 5 of 2015.

Main Duties

- Report to the Deputy Director: Division Planning and Coordination
- Conduct Strategic and Development Planning
- Conduct economic research to inform Policy and Planning.
- Analyse economic data and trends relevant to the Environment, Forestry, Wildlife, and Tourism Sectors.
- Prepare High Level reports, briefing notes, and Policy recommendations (Ruling Party manifesto progress reports, SONA & SORA, etc.)
- Contribute to the development and review of Strategic Plans, Annual Plans, Sector Policies and Strategies.
- Evaluate the Economic impact of existing or proposed policies, programmes, and regulations.
- Conduct monitoring and evaluation (M&E) of programmes and projects from an economic perspective.
- Collaborate with line ministries, agencies, and development partners.
- Participate in the formulation of medium- to long-term strategic and development plans.
- Provide economic guidance in resource allocation and prioritization.
- Participate in the development of Natural Capital Accounts
- Represent the Directorate in inter-ministerial technical working groups or committees
- Conduct cost-benefit analyses and economic feasibility studies for proposed projects.
- Facilitate workshops, consultations, and capacity-building sessions.
- Contribute to periodic reporting obligations at national and international levels.
- Provide technical input into the integration of environmental economics in national development planning.
- Provide technical input to the formulation of National economic development plans.
- Assist in the formulation of National Development Plans (NDPs).
- Supervise staff members
- Carry out any other official duties assigned.

Enquiries: Mr. B. Erkkie at 081 952 8439 / Ms. S. Ndakalako at 081 952 8498

DIVISION: NORTH WEST REGION SUB-DIVISION: TECHNICAL SERVICES

Post Designation	:	Chief Works Inspector, Grade 7 (Multi – skilled)
1 x Post	:	Springbokwasser
Salary Scale	:	N\$ 305, 685 – N\$ 365, 322
Salary Notch	;	N\$ 305, 685 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 21, 000 per annum

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

ADVERTISEMENT REQUIREMENT: An appropriate National Diploma or equivalent qualifications at NQF L6 in the following field of studies: Civil, Mechanical and Electrical plus three (3) years appropriate experience; OR
An appropriate N3 (or equivalent) plus a complete apprenticeship or the passing of a trade test in the following qualifications; Civil, Mechanical and Electrical plus four (4) years appropriate experience;
OR
An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience.

Additional requirements:

A valid driver's license which is two (2) years or older

- Trade Certificate for Vocational Certificates.
- Public servants should be at the level of Senior Works Inspector Grade 8, Senior Artisan Foreman Grade 8 for at least two (2) years.
- Non-public servants should be at the supervisory level;
- Experience in earth moving, heavy machineries and road infrastructure will be added advantage;
- Possession of a valid driver's license is a prerequisite;
- Computer literacy (MS Word, Excel);
- Should have no criminal record, no pending misconduct cases or any other cases relating to wildlife crimes.

Job description: Draw up quarterly maintenance schedule for the unit and report on progress.

Receive unscheduled requests for maintenance and schedule these to the Artisans.

Arrange and allocate construction and maintenance equipment.

Screen the materials and equipment needed per job.

Evaluate quotes and tenders and make recommendations to supervisor.

Recommend payments and purchase of materials.

Oversee the maintenance of tools and equipment in the workshop.

Obtain information to ensure that materials to be ordered remain abreast of technological advancements.

Manage and control allocated materials, equipment and the maintenance of government vehicles and machinery.

Ensure safety of staff in workshop.

Observe work in progress (in-house and outsourced) to ensure that procedures are followed and work is done according to approved standards.

Maintain daily log of construction and inspection activities and compile progress reports.

Compile weekly, monthly, quarterly and annual reports.

Enquiries: Mr. C. Munwela at 067 313436 or Ms. S. Ndakalako at 0819528498

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY
DIRECTORATE: FORESTRY
DIVISION: FOREST MANAGEMENT – CENTRAL AND SOUTHERN REGIONS
SUBDIVISION: FORESTRY HARDAP AND KHARAS REGIONS

Post Designation	:	Senior Forestry Technician Grade 8
1 x Post	:	Marietal
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Salary Notch	:	N\$ 250, 767 pa
Housing Allowance	:	N\$ 17, 424 pa
Transport Allowance	:	N\$ 10, 512 pa

Minimum requirements: A 3-year Diploma or 3-year Bachelor's degree in Natural Resource Management (Nature Conservation), Forestry, Agriculture or equivalent at NQF Level 6 with a minimum of 3 years appropriate experience in forest management activities.

Additional Requirement: A valid driver's license (Code B / BE) which is two years and older is required.

Overall responsibilities: Supervise technical staff; the planning, implementation, co-ordination and directing of forest management activities; conducting field work in rural areas; mentoring of staff and students.

Enquiries: **Mr. Michael Osub**, Michael.Osub@mef.gov.na, Tel. 061 2087291
Mr Festus Shaanika, Festus.Shaanika@mawlr.gov.na, Tel. 061 2087632

Applications must be addressed to:

The Executive Director
Ministry of Environment, Forestry and Tourism
Private Bag 13306 Windhoek
Windhoek

OR

Hand deliver to the:
Subdivision: HR Management
Ministry of Environment, Forestry and Tourism
Troskie Building Corner of Robert Mugabe and Dr. Kenneth Kaunda Street,
Windhoek

MINISTRY OF HEALTH AND SOCIAL SERVICES
DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SUBSECTION: PAEDIATRIC INTENSIVIST

Designation Post	:	Specialist Grade 3
1 x Post	:	Windhoek
Salary notch	:	N\$ 582,333 per annum
Scale of Salary	:	N\$ 582,333 – N\$ 617,976
Fixed overtime	:	N\$ 292,575 per annum
Housing Benefit	:	N\$ 131,280 per annum
Motor vehicle Allowances		
Capital costs	:	N\$ 94,178.00 per annum
Running cost	:	N\$ 29,455.00 per annum

Minimum Requirements: Registration as a Paediatric Intensivist (Specialist) with the Health Professional Council of Namibia, plus Proof of maintenance of registration with the Health Professional Council of Namibia for 2026/2027 and Licence to practice as a Health Profession. Plus three (3) years' approximate appropriate experience in Paediatric Critical care.

Enquiries: Dr.S. Shalongo, Tel: (061) 203 3004

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORTS SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES

Post Designation	:	Specialist Grade 4 (part – time) 5/8
1 x Post	:	1 x Physician with Sub Speciality in Neurology (Windhoek)
Salary Scale	:	N\$ 339,409 - 356,821
Salary Notch	:	N\$ 339,409 per annum
Fixed Overtime	:	N\$ 177,430.00 per annum
Transport Allowance	:	N\$ 10,517 per annum
Housing Allowances	:	N\$ 17,424 per annum

Minimum requirements: Registration as a Specialist with the Medical and Dental Council of Namibia, plus Proof of maintenance of registration with the Health Professional Council of Namibia for 2026/2027 and Licence to practice as a Health Profession. .

Enquiries: Dr. S. K Shalongo, Tel: 061-203 3004

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES

**SECTION: MEDICAL SERVICES
SUBSECTION: RADIOLOGY**

Post designation	:	Senior Medical Officer Grade 4
1x Post	:	Windhoek
Scale of Salary	:	N\$ 543,055 – 570,914
Salary Notch	:	N\$ 543,055.00 per annum
Motor Vehicle Allowance	:	
Capital costs	:	N\$83,106.00 per annum
Running costs	:	N\$27,811.00.00 per annum
Housing Benefits	:	N\$ 121,560.00 per annum
Fixed Overtime	:	N\$ 271,530.00 per annum

Minimum requirements: Registration with the Health Professional Council of Namibia as a Medical Practitioner. Proof of maintenance of registration with the Health Professional Council of Namibia for 2026/2027 and Licence to practice as a Health Profession. Plus an Approximately appropriate three (3) year experience as a Medical Practitioner in Radiology.

Enquiries: Dr S. Siwombe, 061-203 3149

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: CARDIAC SERVICES
SECTION: ADULT CARDIOLOGICAL SERVICES**

Post designation	:	Medical Officer Grade 5
3 x Posts	:	Adult Cardiology (Windhoek)
3 x Posts	:	Cardiothoracic (Windhoek)
2 x	:	Cardiac Intensive Care (Windhoek)
Scale of Salary	:	N\$ 454,232 – 543,055
Salary Notch	:	N\$ 454,232 per annum
Motor Vehicle Allowance	:	N\$ 85,063 per annum
Housing Allowance	:	N\$ 17,424 per annum
Fixed Overtime	:	N\$ 243,089 per annum

Minimum requirements: Registration with the Health Professions Council of Namibia as a Medical Practitioner. Proof of Maintenance of Registration with the Health Professions Council of Namibia for 2026/2027 and Licence to practice as a Health Professional.

Enquiries: Dr J. Nghaamwa, 061-203 3004

**DIRECTORATE: TERTIARY HEALTH CARE & CLINICAL
SUPPORT SERVICES
WINDHOEK CENTRAL HOSPITAL
DIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES**

Post Designation	:	Medical Officer Grade 5
4x Posts	:	1 X Neurosurgery (Windhoek)
	:	1 X Obstetrics and Gynaecology (Windhoek)
	:	1 x Orthopaedic (Windhoek)
	:	1 x General Surgery (Windhoek)
Scale of Salary	:	N\$ 454,232 – 543,055
Salary Notch	:	N\$ 454,232 per annum
Motor Vehicle Allowance	:	N\$ 85,063 per annum
Housing Allowance	:	N\$ 17,424 per annum
Fixed Overtime	:	N\$ 243,089 per annum

Minimum requirements: Registration with the Health Professions Council of Namibia as a Medical Practitioner plus proof of Maintenance of Registration with the Health Professions Council of Namibia for 2026/2027 and Licence to practice as a Health Professional.

Enquiries: Dr. S. K Shalongo, Tel: 061-203 3004

**DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
SUBSECTION: OCCUPATIONAL THERAPY**

Post Designation	:	Senior Occupational Therapist Grade 6
2 x Post	:	Mental Health Forensic (Windhoek)
	:	Paediatric Services
Scale of Salary	:	N\$ 372,627 – N\$ 445,325
Salary Notches	:	N\$ 372,627 per annum
Transport Allowance	:	N\$ 10,517 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum requirements: Registration with the Health Professions Council of Namibia as an Occupational Therapist, plus Proof of maintenance of registration with the Health Professions Council of Namibia for 2026/2027, and Licence to practice as a Health Professional. An approximately appropriate three (3) years clinical experiences in Forensic or Paediatric Services.

Additional Requirements: Registration with Namibian Occupational Therapy association is recommended.

Enquiries: Ms. E.Z. Mataswa Tel: (061) 203 3373

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDIC AND CLINICAL SUPPORT SERVICES
SUBSECTION: PHYSIOTHERAPY DEPARTMENT**

Post designation	:	Senior Physiotherapist Grade 6
3 x Posts	:	Windhoek
Scale of Salary	:	N\$ 372,627 - N\$ 445,325
Salary notch	:	N\$ 372,627.00 per annum
Transport Allowance	:	N\$10, 521p.a.
Housing Allowance	:	N\$ 17, 424 p.a.

Minimum requirements: Registration as a Physiotherapist with the Health Professional Council of Namibia, plus Proof of maintenance of registration with Health Professional Council of Namibia for 2026/2027, and Licence to practice as a Health Professional. An Approximately Appropriate three (3) years clinical experience in Physiotherapy.

Enquiries: Ms N.H. Londo, 061-203 3140

**DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PARAMEDIC AND CLINICAL SUPPORT SERVICES
SECTION: NUTRITION AND DIETETICS**

Designation Post	:	Chief Dietician Grade 6
1 x Post	:	Windhoek
Scale of Salary	:	N\$ 372, 627 - N\$ 445,325
Salary notch	:	N\$ 372,627per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Registration with the Health Professional Council of Namibia as a Dietician, Plus Proof of maintenance of registration with Health Professional Council of Namibia for 2026/2027, and Licence to practice as a Health Professional. An Approximately Appropriate five (5) years of clinical experience as a Dietician of which two (2) years on a supervisory level.

Enquiries: Dr. S. Polster, Tel: (061) 203 3004

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDIC AND CLINICAL SUPPORT SERVICES SUBSECTION:
SUBSECTION: RADIOTHERAPY**

Post Designation	:	Radiation Radiographer Grade 7
3 x Posts	:	Windhoek
Scale of Salary	:	N\$ 305,684 – N\$ 365,322
Salary notch	:	N\$ 305,684 per annum
Transport Allowance	:	N\$10, 521p.a.
Housing Allowance	:	N\$17, 424 p.a.

Minimum requirements: Registration as a Radiation Radiographer with the Health Professional Council of Namibia, plus proof of Maintenance of Registration with the Health Professions Council of Namibia for 2026/2027 and Licence to practice as a Health Professional.

Enquiries: Ms J.H Duiker, 061-203 3567.

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PARAMEDIC AND CLINICAL SUPPORT SERVICES
SECTION: PHYSIOTHERAPY DEPARTMENT**

Post Designation : Physiotherapist Grade 8
4 x Posts : Windhoek
Scale of Salary : N\$ 250,767 - N\$ 299,691
Salary notch : N\$ 250,767 per annum
Transport Allowance : N\$10, 521p.a.
Housing Allowance : N\$17, 424 p.a.

Minimum requirements: Registration as a Physiotherapist with the Health Professions Council of Namibia plus Proof of maintenance card with Health Professional Council of Namibia for 2026/2027 and Licence to practice as a Health Professional.

Enquiries: Ms N.H. Londo

Tel: 061-203 3140

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING
SUBSECTION: CLINICAL WARDS**

Post designation : Senior Registered Nurse Grade 7
2 x Post : Windhoek
Scale of Salary : N\$ 305,684 - N\$ 365,322 per annum
Salary Notch : N\$ 305,684 per annum
Transport Allowance : N\$ 10,512 p.a.
Housing Allowance : N\$ 17,424 p.a.

Minimum requirements: Registration with Health Professional Council of Namibia as a Registered Nurse, plus Proof of maintenance card with Health Professional Council of Namibia for 2026/2027 and Licence to practice as a Health Professional. An Approximately Appropriate three (3) years' experience as a Registered Nurse Practitioner.

Enquiries: Ms. C. Kambode 061-203 3022

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL**

**SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING
SUBSECTION: CLINICAL WARDS**

Post designation	:	Registered Nurse Grade 8
18 x Post	:	Windhoek
Scale of Salary	:	N\$ 250,767 - N\$ 299,691
Salary notch	:	N\$ 250,767 per annum
Transport Allowance	:	N\$ 10,512 p.a.
Housing Allowance	:	N\$ 17,424 p.a.

Minimum Requirements: Registration with Health Professions Council of Namibia as a Registered Nurse, plus proof of Maintenance of Registration with the Health Professions Council of Namibia for 2026/2027 and Licence to practice as a Health Professional.

Enquiries: Ms. H. Doeses

Tel. 061-203 3252

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZE NURSING SERVICES
SUBSECTION: MATERNITY: UNIT ANTE - NATAL CARE**

Post designation	:	Register Nurse Grade 8
2 x Posts	:	Windhoek
Scale of Salary	:	N\$ 250,767 - N\$ 299,691
Salary notch	:	N\$ 250,767 per annum
Transport Allowance	:	N\$ 10,512.00 p.a.
Housing Allowance	:	N\$ 17,424.00 p.a.

Minimum requirements: Registration as a Registered Nurse with the Health Professional Council of Namibia as a Registered Nurse, plus proof of Maintenance of Registration with the Health Professions Council of Namibia for 2026/2027 and Licence to practice as a Health Professional.

Enquiries: Ms. H. Doeses

Tel. 061-203 3252

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZE NURSING SERVICES
SUBSECTION: OPERATING THEATRE & RECOVERY ROOM**

Post designation	:	Register Nurse Grade 8
5 x Posts	:	Windhoek
Scale of Salary	:	N\$ 250,767 - N\$ 299,691
Salary notch	:	N\$ 250,767 per annum
Transport Allowance	:	N\$ 10,512 p.a.

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Housing Allowance : N\$ 17,424 p.a.

Minimum requirements: Registration with the Health Professional Council of Namibia as a Registered Nurse, plus proof of Maintenance of Registration with the Health Professions Council of Namibia for 2026/2027 and Licence to practice as a Health Professional.

Enquiries: Mrs. A.N Shilunga, Tel.061-203 3116

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

Post Designation : Register Nurse Grade 8
8 x Posts : Windhoek
Scale of Salary : N\$ 250,767 - N\$ 299,691
Salary notch : N\$ 250,767 per annum
Transport Allowance : N\$ 10,512 p.a.
Housing Allowance : N\$ 17,424 p.a.

Minimum requirements: Registration as a Registered Nurse with the Health Professional Council of Namibia as a Registered Nurse, plus proof of Maintenance of Registration with the Health Professions Council of Namibia for 2026/2027 and Licence to practice as a Health Professional.

Enquiries: Ms. C. Dausas Tel. 061-2033030

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZE NURSING SERVICES
SUBSECTION: INTENSIVE & CORONARY CARE (ICU)

Post Designation : Register Nurse Grade 8
3 x Posts : Windhoek
Scale of Salary : N\$ 250,767 - N\$ 299,691
Salary notch : N\$ 250,767 per annum
Transport Allowance : N\$ 10,512 p.a.
Housing Allowance : N\$ 17,424 p.a.

Minimum requirements: Registration as a Registered Nurse with the Health Professional Council of Namibia as a Registered Nurse, plus proof of Maintenance of Registration with the Health Professions Council of Namibia for 2026/2027 and Licence to practice as a Health Professional.

Enquiries: Ms. C. Kambonde Tel. 061-2033030

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZE NURSING SERVICES
SUBSECTION: PAEDIATRIC INTENSIVE CARE (PICU)

Post Designation	:	Register Nurse Grade 8
2 x Posts	:	Windhoek
Scale of Salary	:	N\$ 250,767 - N\$ 299,691
Salary notch	:	N\$ 250,767 per annum
Transport Allowance	:	N\$ 10,512 p.a.
Housing Allowance	:	N\$ 17,424 p.a.

Minimum requirements: Registration as a Registered Nurse with the Health Professional Council of Namibia as a Registered Nurse, plus proof of Maintenance of Registration with the Health Professions Council of Namibia for 2026/2027 and Licence to practice as a Health Professional.

Enquiries: Ms. C. Kambonde

Tel. 061-2033030

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: FINANCE

Post Designation	:	Chief Accountant Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 372,627 – N\$ 445,325
Salary Notch	:	N\$ 372,627 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate Diploma on NQF L6 majoring in Accounting. The candidate must have six (6) years' experience as a Senior Accountant in Budgeting, Accounts payable, Accounts receivable, Salaries and Daily and Subsistence Allowances as well as Public Procurement Act, Act 15 of 2015, Treasury Instructions, State Finance Act, Act 31 of 1991, Revenue manual and Hospital and Health Facility Act, Act 36 of 1994.

Enquiries: M. Tjavara

Tel: 061 - 2033004

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: LAUNDRY SERVICES

Post Designation	:	Sewing Laundry Assistant Grade 14
4 x Posts	:	Windhoek
Salary Scale	:	N\$ 71,922 – N\$ 88,839
Salary Notch	:	N\$ 71,922 per annum
Housing Allowance	:	N\$ 17, 424 per annum

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: A Grade 10 Certificate (or equivalent) on NQF Level 2. With 24 point in seven (7) subjects with D – symbol in English. An approximately appropriate one (1) year experience in different sewing machines including the high powered heavy duty industrial sewing machines.

Enquiries: Ms. O. Katire

Tel: 061 – 2032167 or 061 - 2032066

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: AUXILIARY SERVICES
SUBSECTION: OFFICE SERVICES

Post Designation : Radio Attendant Grade 13
3 x Posts : Windhoek
Salary Scale : N\$ 90,171 – N\$ 109,428
Salary Notch : N\$ 90,171 per annum
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: A Grade 12 Certificate (or equivalent) on NQF Level 3. With 20 points in six (6) subjects and E – symbol in English.

Enquiries: Ms. M. Kaizemi, Tel: 061 – 2033099

Application forms should be addressed to:

The Medical Superintendent
Windhoek Central Hospital
Private bag 13198
Windhoek

Or

Hand delivered to the Human Resource Management Office, Basement,
Windhoek Central Hospital.

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

Post designation : Chief Health Program Officer Grade 6
1x post : Opuwo (Regional Office)
Salary scale : N\$ 372, 627 – N\$ 445, 325
Transport Allowance : N\$ 10, 512 p.a
Housing Allowance : N\$ 17, 424.p.a

Minimum Requirement: An appropriate B-Degree or equivalent qualifications on NQF L7

Supplementary Requirements: Candidates must have served five (5) years in Nursing Services and at least two (2) years' experience as a Senior Health Program Officer i.e. Grade 7. Applicants from outside the Public Service must attach proof of their current levels. Candidates who have or are serving at special programs will be added advantage.

This positions will be filled from 01 March 2027

Enquiries: Dr M.Barongo 065 -272841 or HRM office 065 272823/808

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

Post designation : Senior Registered Nurse Grade 7
1x post : Khorixas
Salary scale : N\$ 305, 684 – N\$ 365, 322
Transport Allowance : N\$10, 512 p.a
Housing Allowance : N\$ 17, 424.p.a

Minimum Requirement: Registration as a Registered Nurse and Midwife with the Health Professional Council of Namibia.

Supplementary Requirements: Three (3) years appropriate experience at Primary Health Care Services.

Enquiries: Dr Nangolo 067 335100 or HRM office 065 272823/808

**DIVISION DISTRICT HEALTH AND SOCIAL SERVICES OPUWO
SUBDIVISION: DISTRICT HOSPITAL OPUWO**

Post designation : Medical Officer Grade 5
1x post : Opuwo
Salary scale : N\$ 454, 232 – N\$ 543, 055
Motor vehicle Allowance : N\$ 85, 063 p.a
Fixed Overtime : N\$ 243, 089 p.a
Housing Allowance : N\$ 17, 424p.a

Minimum Requirement: Registration as a Medical officer with the Medical and Dental Council of Namibia plus a certified copy of maintenance card from the Health Professional Council.

This positions will be filled from 01 March 2027

Enquiries: Dr M.Barongo 065 -272841 or Dr Kafidi 065 272856

**DIVISION DISTRICT HEALTH AND SOCIAL SERVICES OUTJO
SUBDIVISION DISTRICT HOSPITAL OUTJO**

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Post designation	:	Medical Officer Grade 5
1x post	:	Outjo
Salary scale	:	N\$454, 232 – N\$ 543, 055
Motor vehicle Allowance	:	N\$ 85, 063 p.a
Fixed Overtime	:	N\$ 243, 089 p.a
Housing Allowance	:	N\$ 17, 424 p.a

Minimum Requirement: Registration as a Medical officer with the Medical and Dental Council of Namibia plus a certified copy of maintenance card from the Health Professional Council.

Enquiries: Dr M.Barongo 065 -272841 or Dr Kalimbo 067 313250

Applications must be addressed to: The Director
Ministry of Health and Social Services
Directorate Kunene Region
Private bag 3003
Opuwo

Or Hand delivery to: Human Resource Office, Opuwo

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI

Post Designation	:	Senior Medical Officer Grade 4
1x Post	:	Tsandi
Salary Scale	:	N\$ 543, 055 – N\$ 570, 914
Motor Vehicle Allowance		
Capital cost	:	N\$ 83, 106 per annum
Running cost	:	N\$ 27, 811 per annum
Housing Allowance	:	N\$ 121, 560 per annum
Fixed overtime	:	N\$ 271, 530 per annum

Minimum requirements: Registration as a Medical Practitioner with HPCNA plus three (3) years appropriate experience as Medical Officer. (valid renewal practicing card should be attached.)

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OSHIKUKU
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE OKALONGO

Post Designation	:	Medical Officer Grade 5
1x Post	:	Okalongo
Salary Scale	:	N\$ 454, 232 – N\$ 543, 055
Motor Vehicle Allowance		
Capital Cost	:	N\$ 60, 943 per annum
Running Cost	:	N\$ 24, 120 per annum

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Housing Allowance : N\$ 17, 424 per annum
Fixed Overtime : N\$ 243, 089 per annum

Minimum requirements: Registration as a Medical Practitioner with HPCNA (valid renewal practicing card should be attached.)

NB! The post will become vacant with effect from 02 September 2026

Applications must be addressed to:

**The Acting Regional Director
Ministry of Health and Social Services
Omusati Region
Hospital Premises, Outapi
Tsandi Road**

**Enquiries: Ms. Paulina N. Amalovu, Tel: 065 – 251810 or Ms. Monika Shilunga,
Tel: 065 – 251812**

**DIRECTORATE: ZAMBEZI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO**

Post Designation : Chief Medical Officer Grade 3
1 x Post : Katima Mulilo
Salary Scale : N\$ 582, 333 – N\$ 617, 976
Capital Cost : N\$ 94, 178 per annum
Running Cost : N\$ 29, 455 per annum
Housing benefit : N\$ 131, 280 per annum
Fixed Overtime : N\$ 292, 575 per annum

Minimum Requirements: Registration as Medical Officer with the Health Professional Council of Namibia plus approximately appropriate six (6) years working experience as a Medical Practitioner of which two (2) years must be on the level of Senior Medical Officer Grade 4.
Proof of maintenance of registration card for 2026 – 2027 and copy of confirmation letter of probation must be attached.

Preference will be given to candidates with experience in Clinical Care, Quality assurance, administration, training and planning, monitoring and evaluation.

**SUBDIVISION DISTRICT HOSPITAL KATIMA MULILO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES**

Post Designation : Specialist Grade 4 (Anaesthesia)
1 x Post : Katima Mulilo
Salary Scale : N\$ 554, 603 – N\$ 588, 548
Capital Cost : N\$ 83, 106 per annum

Running Cost	:	N\$ 27, 811 per annum
Housing benefit	:	N\$ 121, 560 per annum
Fixed Overtime	:	N\$ 283, 887 per annum

Minimum Requirement: Registration as Specialist (Anaesthesia) with the Health Professional Council of Namibia. A valid HPCNA registration Certificate and proof of maintenance of registration with the Health Professional Council of Namibia for 2026/2027 must be attached.

Post Designation	:	Medical Officer Grade 5
6 x Post	:	Katima Mulilo
Salary Scale	:	N\$ 454, 232 – N\$ 543, 055
Housing Allowance	:	N\$ 17, 424 per annum
Capital Cost	:	N\$ 60, 943 per annum
Running Cost	:	N\$ 24, 120 per annum
Fixed Overtime	:	N\$ 243, 089 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia as a Medical Practitioner. Proof of maintenance of registration card with the Health Professional Council of Namibia for 2026/2027 must be attached.

**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: SPECIAL DISEASE PROGRAM (HIV/AIDS, TB & MALARIA)**

Post Designation	:	Registered Nurse Grade 8
1 x Post	:	Katima Mulilo
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Housing Allowance	:	N\$ 17, 424 per annum
Transport	:	N\$ 10, 512 per annum

Minimum Requirement: Registration with Health Professional Council of Namibia as Registered Nurse. Proof of Health Professional Council of Namibia maintenance card for 2026-2027 must be attached

SECTION: MANAGEMENT INFORMATION SYSTEM

Post Designation	:	Registered Nurse Grade 8
1 x Post	:	Katima Mulilo
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Housing Allowance	:	N\$ 17, 424 per annum
Transport	:	N\$ 10, 512 per annum

Minimum Requirement: Registration with Health Professional Council of Namibia as Registered Nurse. Proof of Health Professional Council of Namibia maintenance card for 2026-2027 must be attached

**SUBDIVISION DISTRICT HOSPITAL KATIMA MULILO
SECTION: PROFESSIONAL SERVICES**

SUBSECTION: DENTAL SERVICES

Post Designation	:	Dentist Grade 5
1 x Post	:	Katima Mulilo
Salary Scale	:	N\$ 454, 232 – N\$ 543, 055
Housing Allowance	:	N\$ 17, 424 per annum
Capital Cost	:	N\$ 60, 943 per annum
Running Cost	:	N\$ 24, 120 per annum
Fixed Overtime	:	N\$ 243, 089 per annum

Minimum Requirement: Registration as a Dentist with the Health Professional Council of Namibia and proof of maintenance of registration card for 2026 – 2027 must be attached.

Post Designation	:	Dental Therapist Grade 8
1 x Post	:	Katima Mulilo
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Housing Allowance	:	N\$ 17, 424 per annum
Transport	:	N\$ 10, 512 per annum

Minimum Requirement: Registration as Dental Therapist with the Health Professional Council of Namibia. Proof of maintenance of registration card with the Health Professional Council of Namibia for 2026/2027 must be attached.

SUBDIVISION DISTRICT HOSPITAL KATIMA MULILO SECTION: PROFESSIONAL SERVICES SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES UNIT: PHYSIOTHERAPY SERVICES

Post Designation	:	Physiotherapist Grade 8
1 x Post	:	Katima Mulilo
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Housing Allowance	:	N\$ 17, 424 per annum
Transport	:	N\$ 10, 512 per annum

Minimum Requirement: Registration as Physiotherapist with the Health Professional Council of Namibia and Proof of maintenance of registration card with the Health Professional Council of Namibia for 2026/2027 must be attached.

UNIT: ORTHOPAEDIC TECHNICAL SERVICES

Post Designation	:	Orthotist/Prosthetist Grade 8
1 x Post	:	Katima Mulilo
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Housing Allowance	:	N\$ 17, 424 per annum
Transport	:	N\$ 10, 512 per annum

Minimum Requirement: Registration as Orthotist/Prosthetist with the Health Professional Council of Namibia and Proof of maintenance of registration with the Health Professional Council of Namibia for 2026/2027 must be attached.

UNIT: PHARMACEUTICAL SERVICES

Post Designation : Pharmacist Grade 7
1 x Post : Katima Mulilo
Salary Scale : N\$ 305, 684 – N\$ 365, 322
Housing Allowance : N\$ 17, 424 per annum
Transport : N\$ 10, 512 per annum
Fixed Overtime : N\$ 163, 558 per annum

Minimum Requirement: Registration as Pharmacist with the Health Professional Council of Namibia and Proof of maintenance of registration card with the Health Professional Council of Namibia for 2026/2027 must be attached.

**SUBDIVISION DISTRICT HOSPITAL KATIMA MULILO
SECTION: NURSING SERVICES**

Post Designation : Senior Registered Nurse Grade 7
1 x Post : Katima Mulilo
Salary Scale : N\$ 305, 684 – N\$ 365, 322
Housing Allowance : N\$ 17, 424 per annum
Transport : N\$ 10, 512 per annum

Minimum Requirement: Registration with Health Professional Council of Namibia as Registered Nurse Practitioner plus three (3) years appropriate experience as a Registered Nurse.
Proof of Health Professional Council of Namibia maintenance card for 2026-2027 must be attached.

Supplementary Requirements: Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. . Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Previously racially disadvantaged persons, women and people with disabilities are encouraged to apply.

**SUBDIVISION DISTRICT HOSPITAL KATIMA MULILO
SECTION: NURSING SERVICES**

Post Designation : Registered Nurse Grade 8
5 x Posts : Katima Mulilo
Salary Scale : N\$ 250, 767 – N\$ 299, 691
Housing Allowance : N\$ 17, 424 per annum
Transport : N\$ 10, 512 per annum

Minimum Requirement: Registration with Health Professional Council of Namibia as Registered Nurse. Proof of Health Professional Council of Namibia maintenance card for 2026-2027 must be attached.

SUBSECTION: INPATIENT

Post Designation	:	Registered Nurse Grade 8
3 x Posts	:	Katima Mulilo
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Housing Allowance	:	N\$ 17, 424 per annum
Transport	:	N\$ 10, 512 per annum

Minimum Requirement: Registration with Health Professional Council of Namibia as Registered Nurse. Proof of Health Professional Council of Namibia maintenance card for 2026-2027 must be attached

Applications must be addressed to:

**The Regional Director
Zambezi Health Directorate
Katima Mulilo**

Enquiries: Dr. Hellen Bainga / Ms. Jannety Chilinda Tel: 066 - 251400

MIINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY
DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIVISION: OHANGWENA AND OSHANA REGIONS
SUBDIVISION: OHANGWENA REGION

Post Designation	:	Control Immigration Officer Grade 6
2x Post	:	Ohangwena
	:	Kavango West
Salary Scale	:	N\$ 372, 627 – N\$ 445,325
Salary Notch	:	N\$ 372,627
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration Management or Public Administration/ Business Management or Political Science or Security/ Law related fields plus Six (6) years approximate appropriate experience in related fields.

Enquiries: Ms. P Muhinda Tel: 0819510849

DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATES: IMMIGRATION AND BORDER CONTROL AND VISAS,
PERMITS, PASSPORTS AND CITIZENSHIP

Post Designation	:	Senior Immigration Officer 9
13x Posts	:	IBS Secretariat
	:	Oshana
	:	Kashamane Border Post
	:	Oranjemund
	:	Keetmanshoop Airport
	:	Hosea Kutako Airport
	:	Zambezi Region
	:	2xNgoma Border Post
	:	Luderitz
	:	Passports
	:	2x Kavango West
Salary Scale	:	N\$ 204,977 – N\$ 245,851
Salary Notch	:	N\$ 204,977
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields plus one (1) year approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate appropriate experience in related field.

NB: Candidates interested in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

Enquiries: Mr. S. Hashipala Tel: 0819510108, Ms. T.P Nandago Tel: 0819510113

**DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATE: IMMIGRATION AND BORDER CONTROL**

Post Designation	:	Chief Immigration Officer 7
9x Posts	:	Oshana
	:	Hosea Kutako Airport
	:	Hardap
	:	Omusati
	:	Kunene
	:	Ngoma Border Post
	:	2xTraining and Inspection
	:	1xKavango West
Salary Scale	:	N\$ 305,684 – N\$ 365,322
Salary Notch	:	N\$ 305,684
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields plus Five (5) years approximate appropriate experience in related fields.

NB: Candidates interested in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

Enquiries: Ms. P Muhinda Tel: 0819510849

**DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATES: IMMIGRATION AND BORDER CONTROL AND VISAS,
PERMITS, PASSPORTS AND CITIZENSHIP**

Post designation	:	Immigration Officer Grade 10
22x Posts	:	Visas and Permits
	:	Central Regions Windhoek
	:	Ondangwa Airport
	:	2xOshikoto
	:	Kunene Region

: Kavango East and west Regions
 : 2xOranjemund
 : Oshikango Border Post
 : Dobe Border Post
 : Ngoma Border Post
 : 4xHosea Kutako Airport
 : Impalila Border Post
 : Karasburg
 : 4xKavango West
Salary Scale : N\$ 167,481 – N\$ 200,878
Salary Notch : N\$ 167,481
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum
Minimum Requirements: A National Diploma on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields.

NB: Candidates interested in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

Enquiries: Mr. S. Hashipala Tel: 0819510108, Ms. T.P Nandago Tel: 0819510113

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: REFUGEE MANAGEMENT
DIVISION: REFUGEE PROGRAM MANAGEMENT

Post Designation : Chief Administrative Officer Grade 8
2x Posts : Windhoek
Salary Scale : N\$ 250,767 – N\$ 299,691
Salary Notch : N\$ 250,767
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level (6) in Business Administration or Public Administration or Refugee Management or Law/Legal Studies or security or political science or related fields plus five (5) years approximate appropriate experience in related fields.

Enquiries: Ms. V. Shanghala Tel: 081951011

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: REFUGEE MANAGEMENT
DIVISION: REFUGEE PROGRAM MANAGEMENT

Post Designation : Senior Administrative Officer Grade 10
1x Post : Osire
Salary Scale : N\$ 167,481 – N\$ 200,878

Salary Notch : N\$ 167,481
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level (6) in Business Administration or Public Administration or Refugee Management or Law/Legal Studies or security or political science or related fields plus one (1) year approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Refugee Management or related fields.

Enquiries: Ms. V. Shanghala Tel: 0819510115

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: HUMAN RESOURCE AND SUPPORT SERVICES
DIVISION: HUMAN RESOURCES

Post Designation : Human Resource Administrator Grade 11
1x Post : Windhoek
Salary Scale : N\$ 139,636 – N\$ 167,481
Salary Notch : N\$ 139,636
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirements: A Grade 12 certificate or equivalent qualification on NQF Level 3.

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SECTION: TRANSPORT

Post Designation : Senior Administrative Officer Grade 10
1x Post : Windhoek
Salary Scale : N\$ 167,481 – N\$ 200,878
Salary Notch : N\$ 167,481
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level (6) in Transport Management or Public Management or Logistics and Supply Chain Management or related fields plus one (1) year approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Refugee Management or related fields.

Enquiries: Ms. M. Shilongo Tel: 0819510116

**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SECTION: PROCUREMENT**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$ 167,481 – N\$ 200,878
Salary Notch	:	N\$ 167,481
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level (6) in Public Management Business Management or Logistics and Supply Chain Management or related fields plus one (1) year approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Refugee Management or related fields.

Enquiries: Ms. M. Shilongo Tel: 0819510116

**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SECTION: OFFICE SUPPORT**

Post Designation	:	Senior Administrative Officer Grade 10
2x Posts	:	Windhoek
Salary Scale	:	N\$ 167,481 – N\$ 200,878
Salary Notch	:	N\$ 167,481
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level (6) in Public Management Business Management or Logistics and Supply Chain Management or related fields plus one (1) year approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Refugee Management or related fields.

Enquiries: Ms. M. Shilongo Tel: 0819510116

**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SECTION: MAINTANANCE**

Post Designation	:	Artisan Grade 10
3x Posts	:	Windhoek
Salary Scale	:	N\$ 167,481 – N\$ 200,878
Salary Notch	:	N\$ 167,481
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: Completed apprenticeship OR A Trade Diploma In Bricklaying/ construction, Mechanical engineering and welding issued in terms of existing legislation.

Enquiries: Ms. M. Shilongo Tel: 0819510116

**DEPARTMENT: CIVIL REGISTRATION
DIRECTORATE: NATIONAL CIVIL REGISTRATION REGIONAL
DIVISION: REGIONAL DIVISIONS**

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Kavango East Regional Office
Salary Scale	:	N\$ 250,767 – N\$ 299,691
Salary Notch	:	N\$ 250,767
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level6 in Public Administration or Business Management/ Local government or Statistic related fields plus four (4) years approximate appropriate experience in Civil Registration or related fields

Enquiries: Ms. N. Kakuritjire Tel: 0819510110

**DEPARTMENT: CIVIL REGISTRATION
DIRECTORATE: NATIONAL CIVIL REGISTRATION REGIONAL
DIVISION: REGIONAL DIVISIONS**

Post Designation	:	Senior Administrative Officer Grade 10
4x Posts	:	Ohangwena Regional Office
	:	Okongo Sub-Regional Office
	:	Okahao Sub-Regional Office
	:	Erongo Regional Office
Salary Scale	:	N\$ 167,481 – N\$ 200,878
Salary Notch	:	N\$ 167,481
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus one (1) year approximate appropriate experience in Civil Registration or related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Civil Registration or related fields.

Enquiries: Ms. P Muhinda Tel: 0819510849

NB: Appointment to this positions is subject to security clearance (Vetting).

Applications must be addressed to:

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

Or hand delivery to:

**The Human Resource Office, 9th Floor, East Wing
Ministry of Home Affairs, Immigration, Safety and Security
Corner Hosea Kutako Drive and Harvey Street,
Erf 6971, Windhoek North
WINDHOEK**

Enquiries: Ms Letta N K Nkandi Tel. 0819510107 | E-mail Address:
letta.shililifa@mha.gov.na

MINISTRY OF URBAN AND RURAL DEVELOPMENT
DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES
AFFAIRS
DIRECTORATE: DECENTRALIZATION
DIVISION: LEGISLATION AND POLICY DEVELOPMENT,
SUBDIVISION: POLICY

Post Designation	:	Chief Policy Analyst Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ 372,627 – N\$ 445,325
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum requirements: An appropriate Degree on NQF Level 7

Additional requirements: A recognized Bachelor's Degree in Public Administration, Public Policy, Development Planning or any other relevant field at NQF L7 plus six (6) years appropriate working experience.

Preference will be given to candidates with proven experience in policy formulation and legislative development. In addition, demonstrated expertise in designing and implementing monitoring and evaluation (M&E) frameworks for policies, programs, or projects, together with proficiency in research methodologies, will be considered an added advantage.

Main duties of the job:

- To coordinate and monitor the implementation of the Decentralisation Policy;
 - Research and formulate the development of the new policies with regards to Decentralisation;
 - Review, analyse, monitor and advise to the amendment of existing policies with regards to Decentralisation;
 - Interpret the Decentralisation Policy and provide advice to Ministry, line Ministries, Regional Council and Local Authorities on its implementation;
 - Manage, administer and execute the research programme of decentralization coordination, which includes the identification and prioritization of research focus areas in terms of the needs of the decentralization process and the stakeholders and the execution of research;
 - Ensure and coordinate the review, editing, publishing and dissemination of Decentralisation Research Report;
 - Make presentations and write papers on decentralization-related research finding; and
 - Represent the Directorate on different forum with regards to decentralization both locally, nationally and internationally.
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DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES
AFFAIRS
DIRECTORATE: DECENTRALIZATION
DIVISION: LEGISLATION AND POLICY DEVELOPMENT

SUBDIVISION: LEGISLATION DEVELOPMENT AND REVIEW

Post Designation	:	Chief Development Planner Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ N\$ 372,627 – N\$ 445,325
Transport Allowance	:	N\$10, 512 pa
Housing benefit	:	N\$17, 424 pa

Minimum requirements: An appropriate Degree on NQF Level 7

Additional requirements: A recognized four (4) year Bachelor's Degree in Law or Public Policy at NQF L7 plus six (6) years appropriate professional experience.

Preference will be given to candidates with experience in legislative drafting, legislative processes, policy formulation or development planning.

Main duties of the job:

- Plan and budget for the activities of the Subdivision;
- Research and facilitate the review and amendment of all decentralization legislation in cooperation with relevant Directorates and Ministries;
- Obtain legal advice matters and draft agreements;
- Draft notices on Decentralization, regulations, proclamations, government and general notices of the Decentralization Coordination;
- Ensure all Ministerial Decentralization Action Plans (DAPs) complies with relevant legislation;
- Write comments on draft sector legislation with regards to decentralization; and
- Develop/facilitate the development of material on legal issues

Enquiries: Ms. Aletha Tjiuti Hiiko, Telephone: 061 297 5179

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation	:	Chief Security Operation Officer, Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ 372, 627 - N\$ 445, 325 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: A National Diploma either in Police Science, Security Management, Correctional Service and or Military Science on NQF level 6 plus appropriate experience. A completed Police, Military, Correctional Service or Security Management basic training. Confirmation of probation is subject to the successful completion of security awareness training by the Namibia Central Intelligence Service (NCIS).

Additional requirements: General competencies namely; Results driven, Service orientation, Problem solving, Teamwork, Collaboration, Continual learning and Oral communication. Possession of driver's license is a prerequisite,

Job Descriptions:

- Assist the Head of Security in detailed execution of his/her duties and responsibilities,
- Monitor, direct and supervise physical and personnel security capacity (Security Guards),
- Conduct background checks, supervise cleared personnel and do vetting,
- Oversee and manage the performance of Security Operations Officers and Security Operations Assistants,
- Provide expert advice, guidance and support to Managers, Supervisors and General staff members,
- Investigate the contravention of security directives/breaches and advice the Executive Director through the Head of Security Division,

NB: Appointment to this position is subject to security clearance (Vetting).

Candidate must indicate their salary scale in case they are employed by private sectors,

Enquiries: Mr Erastus Nyambali, Tel: 061-297 5073

**DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT
DIRECTORATE: HABITAT AND HOUSING DEVELOPMENT
DIVISION: PLANNING**

Post Designation	:	Chief Town and Regional Planner Grade 5
1 x Post	:	Windhoek
Salary Scale	:	N\$ 432,601 – N\$ 517,195
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum requirements: A Bachelor Degree in Town and Regional Planning at NQF Level 7 with at least six(6) years of working experience in Town and Regional Planning of which three (3) years should be at level of Senior or Middle Management of Town and Regional Planning /Administration or related field. Registration with the Council for Town and Regional Planners (NCTRP) as a Professional Town and Regional Planner (proof must be attached). Must have a valid driver's license

Additional requirements: Must be able to draw layouts for townships establishments, subdivisions and rezoning maps using AutoCAD software. The applicant must also be able to prepare motivation applications for that accompany the layouts for submission to the Local Authorities and Regional Councils for approval. Qualification and experience in project management will be added advantage.

Key performance areas

- Rendering technical support to the Urban and Regional Planning Board
 - Oversee the preparation of township layouts, subdivision plans etc
 - Act as project coordinator for all government projects (Local Authorities, Regional Councils and other Government institutions)
 - Provide technical support to Local Authorities and Regional Councils
 - Prepare applications and motivation cover letters that accompanies applications to Local Authorities and Regional Councils
 - Assist with compilation of town planning applications especially on behalf of other government entities for submission to Local Authorities and the Urban and Regional Planning Board
 - Liaise with all key stakeholders regarding town planning matters such as Town Planning Consultant, MAWLR etc.
 - Provide high-level policy advice, supervise professional staff and ensure compliance with spatial planning legislation
 - Perform any other duties assigned by the supervisor
-

**DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT
DIRECTORATE: HABITAT AND HOUSING DEVELOPMENT
DIVISION: PLANNING**

Post Designation	:	Town and Regional Planner Grade 6
2 x Posts	:	Windhoek
Salary Scale	:	N\$ 372,627 – N\$ 445, 325
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum requirements: A Bachelor Degree in Town and Regional Planning at NQF Level 7 with at least three (3) years of working experience in Town and Regional Planning. Registration with the Council for Town and Regional Planners (NCTRP) as a Professional Town and Regional Planner (proof must be attached). Must have a valid driver's license

Key performance areas:

- Rendering administrative and technical support to the Urban and Regional Planning Board
- Prepare township layouts, subdivision plans etc.
- Evaluating town planning applications submitted to the Ministry before submitting to the Urban and Regional Planning Board
- Assist with compilation of town planning applications especially on behalf of other government entities for submission to Local Authorities and the Urban and Regional Planning Board
- Act as a Secretariat of the Urban and Regional Planning Board by rendering administrative support to the Board
- Liaise with all key stakeholders regarding town planning matters such as Town Planning Consultant, MAWLR etc.
- Assist with the declaration of townships and the alteration of township boundaries
- Assist with the amendment of title conditions and conditions of establishment

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

- Placing notifications in the Government Gazette and local newspapers of the establishment of townships
- Assist with the submission of Urban and Regional Planning Board recommendations to the Minister for approval;
- Assist with the issuing notifications of approvals to the applicant, Board, Surveyor-General, Registrar of Deeds and Local Authority concerned
- Assist with extending the period to lodge general plans and diagrams to Surveyor-General and Deeds Office for approval
- Assist with the publication of approved rezonings in the Government Gazette
- Any other duty assigned by the supervisor

Enquiries: Mr. Tobias Pendapala Newaya, Telephone: 0811412047

**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND
INFORMATION TECHNOLOGY
DIVISION: ADMINISTRATION AND SUPPORT SERVICES
SUBDIVISION: AUXILIARY SERVICES**

Post Designation	:	Control Administrative Officer Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum requirements: A National Diploma in one of the following fields: Business Administration/Business Management /Public Management or equivalent qualification (NQF Level 6) plus 6 years appropriate experience.

Additional requirements: The candidate must have worked at least three (3) years at the level of Chief Administrative Officer Grade 8. Preference will be given to candidates with A Bachelor Degree in one of the following fields: Public Management / Public Administration or Business Administration or /Logistics and Supply Chain Management/Postgraduate Diploma in Procurement Management /Transport Management.
Driving license Code B will be added advantage

Duties and Responsibilities:

- Provide strategic overall leadership, coordination and oversight of all administrative and support services to ensure efficient and effective service delivery across the institution.

Manage and supervise the following functional areas to ensure optimal performance and compliance with policies and standards in the Sub-Division of Auxiliary Services.

- Transport and Fleet management
 - Ministerial support services
 - Office support services
 - Stock control and stores management
 - Main registry and records management

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- Maintenance and facilities management
 - Assets management
 - Responsible for the implementation of the Asset Maintenance Plan.
 - Ensure that Procurement and Stock Control Procedures are adhered to.
 - Manage Procurement Plan and implementation of the Annual Procurement Plan.
 - To oversee all procurement matters and ensure contract management
 - Compilation of monthly, quarterly and annual reports for all sections under him/her.
 - Ensure that an asset register is regularly updated.
 - To supervise and direct administrative functions in all sections: Auxiliary services (transport, procurement, stores and stock).
 - Implementation of related initiatives such as Electronic Documents Record Management System (EDRMS)
 - Monitor expenditure in respect to transport and fleet management and conduct reconciliation of monthly expenses versus usage.
 - Ensure compliance to State Finance Act, Treasury Instructions and the Public Procurement Act.
 - Determine the financial and staffing needs of the sub-division budget and staffing needs
 - Ensure the implementation of the Performance Management System for the Sub-Division
 - Knowledge of D12/2023 and preparation of financial statements in respect to all sections within the Sub-Division.
 - Attend to any other duty assigned to incumbent.
-

**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND
INFORMATION TECHNOLOGY
DIVISION: ADMINISTRATION AND SUPPORT SERVICES
SUBDIVISION: AUXILLIARY SERVICES
SECTION: OFFICE SUPPORT**

Post Designation	:	Senior Administrative Officer Grade 10
1 x Post	:	Windhoek
Salary Scale	:	N\$ 167, 481– N\$ 200, 878
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

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 3 years appropriate experience

Additional requirements: Preference will be given to candidates with a Diploma in one of the following fields: Public Administration/Management, Business Administration or equivalent/or related field plus six (6) years of appropriate working experience. Driving license Code B will be added advantage

**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND
INFORMATION TECHNOLOGY**

DIVISION: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

SUBDIVISION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Human Resources Practitioner Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

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

Additional requirements: Candidates in possession of an appropriate Bachelor Degree in Human Resources Management on NQF Level 7 and/ or equivalent/ related qualification majoring in Human Resources Management/Development and two (2) working experience in Human Resources field and Driving license Code B will be an added advantage.

Enquiries: Mr. Ericksson Hailaula, Telephone: 061 297 5105

**DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES
AFFAIRS**

**DIRECTORATE: REGIONAL AND LOCAL GOVERNMENT AND TRADITIONAL
AUTHORITIES CO-ORDINATION**

DIVISION: REGIONAL COUNCIL AND TRADITIONAL AUTHORITIES

SUBDIVISION: SECRETARIAT TO THE COUNCIL OF TRADITIONAL LEADERS

Post Designation	:	Control Administrative Officer Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum Requirements: A National Diploma or equivalent qualification at (NQF Level 6).

Additional requirements: Preference will be given to candidates with A Bachelor Degree in one of the following fields: Public Administration/Management, Business Administration or equivalent/or related field plus six (6) years of appropriate working experience.

Main duties of the job:

- Administration & Supervision: Direct day-to-day administrative activities, supervise staff, manage leave, and perform performance assessments.
- Secretarial Services: Organize meeting for the Council of Traditional Leaders in consultation with the Chairperson of the Council of Traditional Leaders, take

minutes and follow up on Resolutions from the Council of Traditional Leaders meetings and submit reports to relevant authorities.

- Financial & Asset Management: Compile budget proposals, monitor expenditures, manage inventory, and ensure stock-taking occurs.
- Policy Compliance: Implement Council of Traditional Leaders Act, 1997 (Act No.13 of 1997) and various policies, rules, and regulations pertaining to traditional leaders.
- Coordination: Coordinate the activities for the Secretariat of Council of Traditional Leaders and communicate complaints/suggestions to relevant stakeholders.
- Logistic Support: Manage transport, logistics, and other related administrative activities pertaining to the Council of Traditional Leaders.

Enquiries: S Nambala Tel: 061 297 5111

**DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES
AFFAIRS**

**DIRECTORATE: REGIONAL AND LOCAL GOVERNMENT AND TRADITIONAL
AUTHORITIES CO-ORDINATION**

DIVISION: REGIONAL COUNCIL AND TRADITIONAL AUTHORITIES

SUBDIVISION: TRADITIONAL AUTHORITIES ADMINISTRATION SUPPORT SERVICES

Post Designation	:	Chief Administrative Officer Grade 8
1 x Post	:	Windhoek
Salary Scale	:	N\$ 250, 767 – 299, 691
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum Requirements: A National Diploma or equivalent qualification (NQF Level 6)

Additional Requirements: Preference will be given to candidates with a Diploma in one of the following fields: Public Administration/Management, Business Administration or equivalent/or related field plus three (3) years of appropriate working experience.

Main duties of the job:

- Coordination of Community Trust Funds;
- Processing of applications for recognition of new traditional authorities;
- Processing of appointment of traditional leaders;
- Respond to official notifications in respect of designation of traditional Chiefs and appointment of Senior and Traditional Councillor;
- Conduct ministerial investigations on traditional authorities matters
- Capacity building of traditional authorities;
- Should have sound knowledge of Traditional Authorities and experience
- Assist in the identification of office needs for traditional authorities;
- Supervises and coordinates day to day activities of subordinates;
- Renders assistance and advice to Traditional Authority with regard to procedural and legal matters;

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- Liaise with Government Attorney on court cases/legal advise related to traditional authorities;
- Prepare submission to Minister on removal/appointment of official recognition of traditional authorities to the President;
- Liaise with legal drafters on proclamation, Government Notice and amendments of Government Notice No. 65 of 31 March 1998; and
- Any other duties assign by the supervisor

Enquiries: S Nambala Tel: 061 297 5111, Natasja Skrywer: 061 297 5880

**DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT
DIRECTORATE: RURAL DEVELOPMENT
DIVISION: SERCTOR DEVELOPMENT COORDINATION
SUBDIVISION: ONGWEDIVA RURAL DEVELOPMENT CENTRE**

Post Designation : Chief Administrative Officer Grade 8
1 x Post : Ongwediva
Salary Scale : N\$ 250, 767 – N\$ 299, 691
Salary Notch : N\$ 250, 767
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirement: National Diploma or equivalent qualification on NQF Level 6 plus appropriate working experience.

Additional requirement: A three (3) year Diploma in Hospitality management, Culinary Arts or equivalent qualification at NQF Level 6 plus a valid Code B Driving licence.

SUBDIVISION: ONGWEDIVA RURAL DEVELOPMENT CENTRE

Post designation : Driver Grade 12
1 x Post : Ongwediva
Salary Scale : N\$ 113, 141 – 135, 702
Salary Notch : N\$ 113, 141
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirement: Grade 10 or equivalent Certificate on NQF L2 and a valid Code C1 licence.

Additional requirements: Two (2) years driving experience of heavy-duty motor vehicles with gross combination mass of which exceeds 5 000 kg.

SUBDIVISION : ONGWEDIVA RURAL DEVELOPMENT CENTRE

Post designation : Administrative Officer Grade 12
1 x Post : Ongwediva
Salary Scale : N\$ 113, 141 – 135, 702

Salary Notch : N\$ 113, 141
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirement: A Grade 12 Certificate (NQF Level 3).

Additional Requirements: A Certificate in Business/Public Administration, Procurement or related qualification in the above-mentioned fields. Possession of a Code B Driving License will be an added advantage.

DEPARTMENT : HUMAN SETTLEMENT DEVELOPMENT
DIRECTORATE : RURAL DEVELOPMENT
DIVISION: SECTOR DEVELOPMENT COORDINATION
Subdivision: Ben Hur Rural Development Centre

Post Designation : Artisan Grade 10
1 x Post : Gobabis
Salary Scale : N\$ 167, 481 – 200, 878
Transport Allowance : N\$10, 512 pa
Housing Allowance : N\$13, 944 pa

Minimum requirements: Completed apprenticeship OR A Trade Diploma issued in terms of existing legislation (Carpentry and Joinery).

Additional requirements: One (1) year working experience in Carpentry and Joinery. Possession of a Code B Driving License will be an added advantage.

Enquiries: Ms. Aurelia Hatutale, Tel: 061 297 5044

Applications must be addressed to:

The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK

OR

Hand deliver to:

Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street

HARDAP REGIONAL COUNCIL

Post Designation	:	Chief Accountant Grade 6
1x Post	:	Mariental
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Diploma majoring in Accounting on NQF L6 plus six (6) years appropriate experience in Financial Management of which the Candidate must be on the level of Senior Accountant Grade 7.

Additional Requirements: Preference will be given to candidates with a Bachelor's in Accountancy or Financial Management or Accounting and Auditing on NQF Level 7, Candidate must be conversant with **the Sage VIP Premier Payroll and Pastel System**. Knowledge of the International **Public Sector Accounting Standard (IPSAS)** will be an added advantage. Must be in possession of a valid driver's. Attached Certificates as proof.

Main Duties:

- Prepare Annual Plans of the Division.
- Produce monthly management reports.
- Ensure adherence to management procedures and process, relevant to Finance Division.
- Compile financial statements of the Regional Council, Management Reports. Supervise Subordinates. In charge of salary administration and creditors of the Region Council. Verify all salary payments of all officials of the regional Council. Responsible for checking and controlling of all payments done by the Accountant and Assistant Accountants.
- Ensure that the provision of the Act, Treasury Instructions, Budgetary Instructions and Regulations and Instructions of the Regional Tender Board have been complied with. Train subordinates.
- Responsible for the up-to-date procedures relating to salaries .Responsible for all Salary enquiries from officials.
- Verify detailed and reconciliation statements.
- Responsible for the overpayment of pension funds before the 7th of every month. Check Master Fault List. Perform Monthly Reconciliations and Compilation of the Budgets.
- Responsible for the payment of third parties before the 7th of every month. Compile and monitor the execution of the Budget and perform monthly reconciliations.
- Ensure timeous payment to creditors, allowances and salaries. Assist and ensure sound financial management.
- Ensure that the provision of the Act, Treasury Instructions, Budgetary Instructions and Regulations and Instructions of the Regional Tender Board have been complied with.
- Ensure that proper internal financial supervision and internal control systems are employed in the Regional Council.
- Report any wasteful or fruitless expenditure to the Financial Advisor.

- Carry out financial inspections to the sub-receivers of revenue at the settlements /constituencies.
- Prepare and submit VAT returns.
- Ensure proper reconciliation of account receivable and account payable. Ensure the preparation of the mail cash book to the trail balance.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. Werner W. Coetzee/ Ms. K.B. Van Wyk Tel. 063 245800

Post Designation	:	Senior Accountant Grade 7
1x Post	:	Mariental
Salary Scale	:	N\$ 305, 684– N\$ 365, 322
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Diploma majoring in Accounting on NQF L6 plus five (5) years appropriate experience in Financial Management of which the Candidate must be on the level of Accountant Grade 8.

Additional Requirements: Preference will be given to candidates with a Bachelor's in Accountancy or Financial Management or Accounting and Auditing OR Commerce on NQF Level 7, Experience in **the Sage VIP Premier Payroll, Pastel System and Public Sector Accounting Standard (IPSAS)** will be an added advantage. Must be in possession of a valid driver's.

Main Duties:

- Assist with the preparation of Annual plan of the Division. Assist with the compilation of financial management reports.
- Ensure adherence to management procedures and process relevant to the Finance Division.
- Supervise Subordinates.
- Ensure timeous payment.
- Responsible for checking and controlling of all payments done by the Accountant and Assistant Accountants.
- Provide on the job training for new appointees.
- Assist with the monthly verification and reconciliation of financial statements. Verify financial statement with the Deputy Director: Finance.
- Carry out financial inspections to the sub-receivers of revenue at the settlements and constituency offices.
- Manage repayment of loans on build-together program.
- Balance and reconciliation of cashbooks and journals.
- Represent the Regional Council on external committees and at workshops, conferences and symposiums.
- Prepare VAT return for submission.
- Carry out any official duties assigned from time to time.

Enquiries: Mr. Werner W. Coetzee/ Ms. K.B. Van Wyk Tel. 063 245800

DIRECTORATE: FINANCE AND ADMINISTRATION

DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT DAWEB

Post Designation	:	Control Administrative Officer Grade 6
1 x Post	:	Maltahohe
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 9000 per annum

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

Supplementary requirements: The candidate must have worked at least three years on a Supervisory Level Grade 8. Preference will be given to candidates with experience in Local Government Administration. Must be in possession of a valid Driver's License

Main Duties:

- Ensures the implementation of the Annual Work Plan.
- Creates platforms to solicit inputs from CDC on project proposals. Submit budget proposals to supervisor.
- Ensure the existence of inventory registers at Constituency Office.
- Ensure the reconciliation of transport transactions and produce monthly reports. Organize proper handling of correspondences (incoming/outgoing mail). Identify staffing needs/ resources.
- Identify constituency training needs and submit proposals to the supervisor.
- Ensure the existence of proper filing systems.
- Organize community meetings on instructions.
- Ensure minute-taking and submission of CDC minutes to the Regional Council. Ensure that all purchases at Constituency Office are done according to the approved procurement procedure.
- Inform IT personnel of any IT related problems.
- Provide support services in relation to emergency management activities. Communicate customer complaints/inputs / suggestions on basic services to relevant service providers.
- Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate Planning.
- Assist the Directorate Planning and Development on issues relating to OVCs, Decentralized Build Together Programme etc.
- Assist in the distribution of food and non-food items at constituency office. Implement relevant Regional Council; policies, rules and regulations and advise staff accordingly.
- Provide secretarial services at CDC meetings.
- Ensure that stock-taking takes place occasionally.
- Ensure the supervision of staff at Constituency office.
- Monitor and evaluate annual work plan and produce monthly progress reports. Monitor and evaluate Constituency Office budget and ensure compliance. Oversee the cleanliness and image of CDC / Settlement building and premises.

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

Post Designation	:	Control Administrative Officer Grade 6
1 x Post	:	Hoachanas
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum

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

Supplementary requirements: The candidate must have worked at least three years on a Supervisory Level Grade 8. Preference will be given to candidates with experience in Local Government Administration. Must be in possession of a valid Driver's License

Main Duties:

- Ensures the implementation of the Annual Work Plan. Creates platforms to solicit inputs from CDC on project proposals. Submit budget proposals to supervisor.
- Ensure the existence of inventory registers at Constituency Office.
- Ensure the reconciliation of transport transactions and produce monthly reports. Organize proper handling of correspondences (incoming/outgoing mail). Identify staffing needs/ resources. Identify constituency training needs and submit proposals to the supervisor.
- Ensure the existence of proper filing systems.
- Organize community meetings on instructions.
- Ensure minute-taking and submission of CDC minutes to the Regional Council. Ensure that all purchases at Constituency Office are done according to the approved procurement procedure.
- Inform IT personnel of any IT related problems.
- Provide support services in relation to emergency management activities. Communicate customer complaints/inputs / suggestions on basic services to relevant service providers. Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate Planning. Assist the Directorate Planning and Development on issues relating to OVCs, Decentralized Build Together Programme etc.
- Assist in the distribution of food and non-food items at constituency office. Implement relevant Regional Council; policies, rules and regulations and advise staff accordingly.
- Provide secretarial services at CDC meetings.
- Ensure that stock-taking takes place occasionally.
- Ensure the supervision of staff at Constituency office.

- Monitor and evaluate annual work plan and produce monthly progress reports. Monitor and evaluate Constituency Office budget and ensure compliance. Oversee the cleanliness and image of CDC / Settlement building and premises.

Enquiries: Mr. P. A. Skrywer/ Mrs. Katrina B. Van Wyk
245 800

Tel: 063

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

Post Designation	:	Senior Administrative Officer Grade 10
1 x Post	:	Stampriet
Salary Scale	:	N\$ 167, 481 – N\$ 200, 878
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 9000 per annum

Minimum Requirement: 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

Supplementary requirements: Preference will be given to candidates with experience in Local Government Administration. Must be in possession of a valid Driver's License

Main Duties:

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

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- Carry out any other official duties assigned from time to time.

Enquiries: Mr. P. A. Skrywer/ Mrs. Katrina B. Van Wyk Tel: 063 245 800

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: HOACHANAS SETTLEMENT ADMINISTRATION

Post Designation	:	Senior Administrative Officer Grade 10
1 x Post	:	Hoachanas
Salary Scale	:	N\$ 167, 481 – N\$ 445, 325
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 9000 per annum

Minimum Requirement: 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

Supplementary requirements: Preference will be given to candidates with experience in Local Government Administration. Must be in possession of a valid Driver's License

Main Duties:

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

Enquiries: Mr. P. A. Skrywer/ Mrs. Katrina B. Van Wyk Tel: 063 245 800

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES
SECTION: PROCUREMENT AND STOCK CONTROL

Post Designation	:	Chief Administrative Officer Grade 8
1 x Post	:	Mariental
Salary Scale	:	N\$ 250, 767– N\$ 299, 691
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirement: A National Diploma in Public Management **or** Business Administration **or** supply chain management on NQF Level 6 plus appropriate experience.

Supplementary Requirements: The candidate must have worked at least three years in the post designation of Senior Administrative officer Grade 10. Applicants must be familiar with the Public Procurement Act, Act No 15 of 2015 and Regulations.

Main Duties:

- Draw up and oversee maintenance of the procurement and stock control system for the Regional Council.
- Draw up and monitor adherence to frameworks for record keeping. Compile submissions of acceptance of donations and forward to the supervisor.
- Prepare and compile theft reports and forward to the supervisor.
- Ensure that the annual stock taking exercise is carried out.
- Carry out scheduled and unscheduled physical inspection of vehicles.
- Prepare Submissions of disposal items in accordance with Treasury Instructions. Ensure that vehicles are correctly allocated and utilized.
- Allocate and coordinate the work of his/her staff member under his/her supervision.
- Maintain discipline within the subsection.
- Monitor the attendance and performance of staff member under his/her supervision.
- Prepare recommendations for training for staff members under his/her supervision.
- Carry out performance assessment.
- Keep asset register.
- Ensure that the archive and fleet management policies are adhered to.
- Compile all relevant reports and submit to the supervisor.
- Verify the correctness of inventory statistics.
- Ensure office equipment, council building and the surrounding areas are kept tidy and clean.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. P. A. Skrywer/ Mrs. Katrina B. Van Wyk Tel: 063 245 800

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION

SUBDIVISION: AUXILIARY SERVICES
SECTION: PROCUREMENT AND STOCK CONTROL

Post Designation	:	Senior Administrative Officer Grade 10
1 x Post	:	Mariental
Salary Scale	:	N\$ 167, 481– N\$ 200, 878
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirement: A National Diploma in Public Management **or** Business Administration **or** supply chain management on NQF Level 6, plus one (1) year appropriate experience.

Or

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

Supplementary Requirements: The candidate must have worked at least three years in the post designation of an Administrative officer Grade 12. Applicants must be familiar with the Public Procurement Act, Act No 15 of 2015 and Regulations.

Main Duties:

- Interpret and ensure maintenance of the procurement and stock control system for the Regional Council.
- Interpret and ensure adherence to frameworks for record-keeping.
- Prepare submissions of acceptance of donations to the supervisor.
- Compile theft reports and submit to the supervisor.
- Dispose Regional Council properties or written-off items. Supervise transfer of assets (when they are moving from Regional Council offices to settlement or Constituency).
- Opening and closing stock control points.
- Represent the Subdivision in different Committees.
- Allocate and coordinate the work of all staff members in the Subdivision.
- Monitor the attendance and performance of staff member under his/her supervision.
- Maintain discipline within the subsection.
- Provide on-the-job training to staff members and prepare recommendations for training. Carry out performance assessment.
- Prepare requisitions of expenditure to the Economizing Committee Ensure the maintenance of Council buildings and office equipment Carry out scheduled and un-scheduled inspection of procurement and stock control at Constituency and Settlement offices.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. P. A. Skrywer/ Mrs. Katrina B. Van Wyk

Tel: 063 245 800

Applications must be addressed to: The Acting Chief Regional Officer, Hardap Regional Council, Private Bag 2017, Mariental or Hand delivered at the: The Human Resources Offices Mariental First Floor, West Wing

Transport Allowance : N\$ 10, 512 per annum
Remoteness Allowance : N\$ 13, 800 (if applicable)

Minimum requirements: A Grade 10 or equivalent qualification on NQF level 2 with a minimum of 24 points in seven subjects and a D symbol in English.

Supplementary Requirements: Three (3) years appropriate experience as a Hostel Matron.

Enquiries: Ms. E. Boois/Ms. J. Garises
Human Resources Practitioner
Tel (063) 245722/740

SUBDIVISION: HUMAN RESOURCES

Post Designation : Senior Human Resource Practitioner Grade 7
1 x Post : Regional Office, Mariental
Salary Scale : N\$ 305,684 – N\$ 365,322
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate Diploma (or equivalent) at NQF Level 6 majoring in Human Resources plus years' experience.

Supplementary Requirements: Candidate must have approximately four (4) years appropriate experience in Human Resources.

Previously racially disadvantaged persons, women and people with disabilities are encouraged to apply.

Enquiries: Mr. G.G. Campbell, Chief Human Resource Practitioner
Tel No. 063-245719/700

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SCHOOL MANAGEMENT POSTS

OANOB CIRCUIT

Post Designation : Principal Grade 5
1 x Post : Usib Primary School (Pre-Primary – Grade 7)
Duty Station : Usib
Salary Scale : N\$ 454,232 – N\$ 543,055
Housing Allowance : N\$ 17 424 per annum if applicable
Transport Allowance : N\$ 10 512 per annum
Remoteness Allowance : N\$ 13 800 per annum

Post Designation : Principal Grade 5
1 x Post : J&W Mouton Primary School (Pre-Primary – Grade 7)

Duty Station	:	Karanas
Salary Scale	:	N\$ 454,232 – N\$ 543,055
Housing Allowance	:	N\$ 17, 424 per annum if applicable
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 21, 000 per annum

Minimum Requirements: An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience, OR an Appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1 – year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: Appropriate Qualifications within the correct phases indicated will be an added advantage.

Enquiries:

Mr. G.M. Muhembo
Inspector of Education
Oanob Circuit
Tel No. 062-523123-

Ms. R. Links/ Ms. CYB Titus
Human Resource Practitioner
Oanob Circuit
Tel No. 063-245700/711

NAUKLUFT CIRCUIT

Post Designation	:	Principal Grade 5
1x Posts	:	Klein-Aub Primary School (Pre-Primary – Grade 7)
Duty Station	:	Klein-Aub
Salary Scale	:	N\$ 454,232 – N\$ 543,055
Housing Allowance	:	N\$ 17 424 per annum if applicable
Transport Allowance	:	N\$ 10 512 per annum
Remoteness Allowance	:	N\$ 13 800 per annum

Post Designation	:	Principal Grade 5
1x Posts	:	Pionier Secondary School (Grade 8– 11)
Duty Station	:	Schlip
Salary Scale	:	N\$ 454,232 – N\$ 543,055
Housing Allowance	:	N\$ 17, 424 per annum if applicable
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum

Minimum Requirements: An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience, OR an Appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1 – year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: Appropriate Qualifications within the correct phases indicated will be an added advantage.

Enquiries:

Ms. M. Kalola
Inspector of Education
Naukluft Circuit
Tel No. 063-245700

Ms. J. Garises
Human Resource Practitioner
Naukluft Circuit
Tel No. 063-245740

AUOB CIRCUIT

Post Designation : Principal Grade 5
1x Post : JR Camm Primary School (Pre-Primary – Grade 7)
Duty Station : Aranos
Salary Scale : N\$ 454,232 – N\$ 543,055
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Principal Grade 5
1x Posts : PJ. Tsaitsaib Combined School (Pre-Primary – Grade 11)
Duty Station : Hoachanas
Salary Scale : N\$ 454,232 – 543,055
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10, 512 per annum
Remoteness Allowance : N\$ 9 000 per annum

Minimum Requirements: An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience, OR an Appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1 – year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: Appropriate Qualifications within the correct phases indicated will be an added advantage.

Enquiries:

Mr. L. Moller
Inspector of Education
Auob Circuit
Tel No. 063-245700

Ms. E. Boois
Human Resource Practitioner
Auob Circuit
Tel No. 063-245722

NAUKLUFT CIRCUIT

Post Designation : Head of Department Grade 6
1 x Post : Rev. P.A. Schmidt Primary School
Duty Station : Maltahöhe

Supplementary Requirements : Junior Primary: Pre-Primary – Grade 3:
(MOI): English and Khoekhoegowab

Salary Scale : N\$ 372,627 – N\$ 445,325

Housing Allowance : N\$ 17, 424 per annum if applicable

Transport Allowance : N\$ 10, 512 per annum

Remoteness Allowance : N\$ 9 000 per annum

Post Designation : Head of Department Grade 6

1 x Post : Capt. Rev. Dr. Hendrik Witbooi Primary School

Duty Station : Gibeon

Supplementary Requirements : Senior Primary: Grade 4 – 7 (English and Khoekhoegowab)

Salary Scale : N\$ 372,627 – 445,325

Housing Allowance : N\$ 17, 424 per annum if applicable

Transport Allowance : N\$ 10, 512 per annum

Remoteness Allowance : N\$ 9 000 per annum

Post Designation : Head of Department Grade 6

1 x Post : Nabasib Primary School

Duty Station : Nabasib

Supplementary Requirements : Junior Primary: Pre-Primary – Grade 3:
(MOI) English and Afrikaans

Salary Scale : N\$ 372,627 – 445,325

Housing Allowance : N\$ 17, 424 per annum if applicable

Transport Allowance : N\$ 10, 512 per annum

Remoteness Allowance : N\$ 13 800 per annum

Post Designation : Head of Department Grade 6

1 x Post : Pionier Secondary School

Duty Station : Schlip

Supplementary Requirements : Social Science: Geography/History
(Grade 8-11)

Salary Scale : N\$ 372,627 – 445,325

Housing Allowance : N\$ 17, 424 per annum if applicable

Transport Allowance : N\$ 10, 512 per annum

Remoteness Allowance : N\$ 13 800 per annum

Post Designation : Head of Department Grade 6

1 x Post : C. //oaseb Senior Secondary School

Duty Station : Gibeon

Supplementary Requirements : Social Sciences: Geography/History
(Grade 8-AS Level)

Salary Scale : N\$ 372,627 – 445,325

Housing Allowance : N\$ 17, 424 per annum if applicable

Transport Allowance : N\$ 10, 512 per annum

Remoteness Allowance : N\$ 9 000 per annum

Post Designation : Head of Department Grade
1 x Post : Daweb Senior Secondary School
Duty Station : Maltahohe
Supplementary Requirements : Languages: English (8-11) and Khoekhoegowab (8- 9) OR Afrikaans (8-9)
Salary Scale : N\$ 372,627 – 445,325
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10, 512 per annum
Remoteness Allowance : N\$ 9 000 per annum

Enquiries:

Ms. M. Kalola
Inspector of Education
Naukluft Circuit
Tel No. 063-245700

Ms. J. Garises
Human Resource Practitioner
Naukluft Circuit
Tel No. 063-245740

AUOB CIRCUIT

Post Designation : Head of Department Grade 6
2 x Posts : Rooduin Secondary School
Duty Station : Aranos
Supplementary Requirements : 1xSocialScience:
 Geography/History/Development
 Studies. (Grade 8 – 11)

1xMathematics and Sciences:
 Physics/Chemistry/Biology

Salary Scale : N\$ 372,627 – 445,325
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
1 x Post : Stampriet Combined School
Duty Station : Stampriet
Supplementary Requirements : Mathematics and Sciences:
 Physics/Chemistry/Biology/Agriculture
 (Grade 8- 11)

Salary Scale : N\$ 372,627 – 445,325
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10m 512 per annum
Remoteness Allowance : N\$ 9 000 per annum

Post Designation : Head of Department Grade 6
1 x Posts : Salmon Boois Primary School
Duty Station : Aranos
Supplementary Requirements : Sciences: Mathematics and Natural
 Science (Grade 4-7)

Salary Scale : N\$ 372,627 – 445,325
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
1 x Posts : Aranós Primary School
Duty Station : Aranós
Supplementary Requirements : Sciences: Mathematics and Natural Science (Grade 4-7)
Salary Scale : N\$ 372,627 – N\$ 445,325
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
1 x Posts : Aimablaagte Primary School
Duty Station : Mariental
Supplementary Requirements : Social Sciences: Mathematics and Natural Science (Grade 4-7)
Salary Scale : N\$ 372,627 – 445,325
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10 512 per annum

Enquiries:

Mr. L. Moller
Inspector of Education
Auob Circuit
Tel No. 063-245700

Ms. E. Boois/ Mr. H. Hangula
Human Resource Practitioner
Auob Circuit
Tel No. 063-245722/760

OANOB CIRCUIT

Post Designation : Head of Department Grade 6
1 x Post : Dr. Lemmer High School
Duty Station : Rehoboth
Supplementary Requirements : Mathematics and Sciences: Chemistry/Life Science, Physics/Biology/Physical Science (Grade 8-AS Level)
Salary Scale : N\$ 372,627 – 445,325
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10 512 per annum

Post Designation : Head of Department Grade 6
1 x Posts : Origo Primary School
Duty Station : Rehoboth
Supplementary Requirements : Junior Primary: Pre-Primary – Grade 3 (MOI): English and Afrikaans
Salary Scale : N\$ 372,627 – 445,325
Housing Allowance : N\$ 17, 424 per annum if applicable

Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
2x Posts : St. Joseph's Primary School
Duty Station : Rehoboth
Supplementary Requirements : Junior Primary: Pre-Primary – Grade 3 (MOI): English and Afrikaans
Salary Scale : N\$ 372,627 – 445,325
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
2x Posts : M&K Gertze High School
Duty Station : Rehoboth
Supplementary Requirements : 1x Languages: English (Grade 8-AS Level) and Afrikaans Grade 8-11)
 1x Technical Subjects: Technical Drawings and Woodwork OR metalwork OR Motor mechanic (Grade 8-10)
Salary Scale : N\$ 372,627 – 445,325
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
1 x Post : /Anes High School
Duty Station : Rehoboth
Supplementary Requirements : Mathematics and Sciences: Chemistry/ Physical Science (Grade 8-AS Level)
Salary Scale : N\$ 372,627 – 445,325
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
1 x Post : Rehoboth High School
Duty Station : Rehoboth
Supplementary Requirements : Mathematics and Sciences: Agriculture/Biology (Grade 8-11)
Salary Scale : N\$ 372,627 – N\$ 445,325
Housing Allowance : N\$ 17, 424 per annum if applicable
Transport Allowance : N\$ 10, 512 per annum

Enquiries:
Mr. G.M. Muhembo
Inspector of Education
Oanob Circuit
Tel No. 062-523123-

Ms. R. Links/ Ms. CYB Titus
Human Resource Practitioner
Oanob Circuit
Tel No. 063-245700/711

Minimum Requirements: An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (5) years teaching experience, OR an Appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1 – year teaching qualification plus six (5) years teaching experience.

Supplementary Requirements: Appropriate Qualifications within the correct phases indicated will be an added advantage.
Candidates should be qualified and experienced in at least two (2) subjects/languages in a given subject combination.

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

Please note that the Hardap Directorate of Education, Arts and Culture is delegated to the Hardap Regional Council and successful candidates should be willing to sign a secondment agreement.

Applications must be forwarded to:

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

OR

**Hand Delivered to:
Hardap Regional Council
Directorate of Education, Arts and Culture
Subdivision Human Resources**

//KHARAS REGIONAL COUNCIL

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: ADVISORY SERVICES**

Post designation	:	Senior Education Officer Grade 6 (Mathematics Grade 8-AS Level)
1x Post	:	Keetmanshoop Regional Office
Scale of Salary	:	N\$ 354, 883 x P – N\$ 424, 119
Salary Notch	:	N\$ 354, 883 p.a.
Housing	:	N\$ 17,424 p.a
Transport	:	N\$ 10,512 p.a

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience OR An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Requirements: A 4 year qualification majoring in Mathematics at Secondary level.

- Candidate must be able to assist in Mathematics Grade 4-7.
- Two testimonials not older than 2 years should accompany the application form.
- Probation on Grade 8 level should be confirmed and attached.
- Valid driver's license or able to obtain it within 6 months
- Computer literacy in Microsoft Word, Excel and Power Point (Proof should be attached).
- Knowledge of Education Act 2020 (Act no. 3 of 2020) and all relevant Directives pertaining teaching in the above subjects.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: ADVISORY SERVICES**

Post Designation	:	Senior Education Officer Grade 6 (Junior Primary)
1x Post	:	Luderitz, Namib Circuit
Scale of Salary	:	N\$ 354, 883 x P – 424, 119
Salary Notch	:	N\$ 354, 883 p.a.
Housing Allowance	:	N\$ 17,424 p.a
Transport Allowance	:	N\$510, 512 p.a

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience OR An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Requirements: A 4 year teaching qualification majoring in Junior Primary Phase (Pre-primary – Grade 3).

- Two testimonials not older than 2 years should accompany the application form in teaching Afrikaans Language as a medium of instruction and English 2nd Language in Junior Primary Phase.
- Probation on Grade 8 level should be confirmed and attached.
- Valid driver's license or able to obtain it within 6 months
- Computer literacy in Microsoft Word, Excel and Power Point (Proof must be attached).
- Knowledge of Education Act 2020 (Act No. 3 of 2020) and all relevant Directives pertaining teaching in the above subjects

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

Applications must be addressed:

**The Regional Director
Directorate of Education, Arts and Culture
| | Kharas Regional Council
Private Bag 2160
Keetmanshoop**

OR

**Hand deliver at the Directorate of Education, Arts and Culture
Wheeler Street, Keetmanshoop: | | Kharas Region.**

KAVANGO EAST REGIONAL COUNCIL
DIRECTORATE: HUMAN RESOURCES, FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBSECTION: CONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Ndonga Linena Constituency Office
Salary Scale	:	N\$ 354, 883– N\$ 424, 119
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum
Remoteness Allowance	:	N\$ 13,800 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6, plus six (6) years appropriate experience.

Additional Requirements: The applicant **MUST** be on the level of Chief Administrative Officer Grade 8. The experience mentioned must have been attained whilst employed in the same job category performing the same functions and duties as per PSM Circular No. 5 of 2015.

Main Duties:

- Work closely with the Regional Councillor responsible for the Constituency.
- Ensure the supervision of staff at the Constituency office.
- Implement, monitor and evaluate annual work plan and produce monthly progress reports.
- Provide monthly reports both to the Constituency Councillor and Deputy Director
- Administration.
- Assist the Directorate Planning and Development on issues relating to Decentralized Build-Together Programme.
- Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate Planning and Development Services.
- Create platforms to solicit inputs from Constituency Development Committee on project proposals.
- Submit budget proposals to the Deputy Director Administration in consultation with the Councillor and monitor and evaluate Constituency Office budget and ensure compliance.
- Participate in the development of the Strategic Plan.
- Ensure the development of an Operational Plan and the implementation thereof.
- Provide monthly reports both to the Regional Councillor responsible for the Constituency and Deputy Director Administration.
- Ensure that stock-taking takes place annually and inventory registers are in existence and updated regularly.
- Ensure the reconciliation of transport transactions and produce monthly reports.
- Organize proper handling of correspondences (incoming/outgoing mail).
- Identify constituency training and staffing needs/ resources.
- Ensure the existence of proper filing systems.

- Organize community meetings on request of the Regional Councillor responsible for the Constituency.
- Ensure minute-taking and submission of CDC minutes to the Regional Council.
- Ensure that all purchases at Constituency Office are done according to the approved procurement procedure.
- Report Information Technology related problems to Information Technology Section.
- Provide support services to the Regional Emergency Management Unit.
- Attend to customer complaints/inputs / suggestions on basic services to relevant service providers.
- Oversee the cleanliness and image of Constituency Office.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. Jona M. Kangumbe Tel: 066 – 266 000/Ms. Anna – Rosa Muyeu Tel: 066 – 266 000

**DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION
DIVISION: TECHNICAL SERVICES**

Post Designation	:	Engineer Grade 6
1 x Post	:	Rundu
Scale Salary	:	N\$ 354, 883 – N\$ 424, 119
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum requirements: Bachelor's Degree in Engineering at NQF L7. Registration as Professional Engineer / Incorporated Engineer with the Engineering Council of Namibia.

KEY PERFORMANCE AREAS:

- Advise on policy matters, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/ renovation.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plan.
- Facilitate Technical Services' Divisional and Sub-divisional operational planning within the framework of the overall strategic and development plan of the Regional Council and the plans of line ministries/offices/departments.
- Participate in the establishment of policies for regional technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Oversee collection of regional infrastructure development needs and combination thereof into a regional infrastructure plan.
- Guide, evaluate and process data on infrastructure needs.
- Prepare, recommend, control and account for all technical projects of the Regional Council.
- Interpret and ensure implementation of policy frameworks at the Regional Council in line with approved legislation.

- Provide technical input in the Directorate and Divisional operational planning, ensuring that the outcome support the strategic plan and decentralization.
- Monitor and prepare progress reports on capital projects for Regional Council.
- Prepare development budget for the division and engineering services for settlement areas.
- Deal with consultants and contractors for services in Regional Councils and settlement areas.
- Carry out any other official duties assigned from time to time.

Applications must be addressed to:

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

OR

**Hand delivery to:
Human Resource Office No. 15
Kavango East Regional Council
Maria Mwendere Street
Rundu**

**Enquiries: Mr. Herculano K. Mwenyo 066-266000
Ms. Anna – Rosa N. Muyeu 066-266000**

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

CIRCUIT: SHINYUNGWE CIRCUIT

Post Designation	:	Principal Grade 5
1 x Post	:	Linus Shashipapo Secondary School
Subjects	:	Should be able to teach the highest Grade 8-12
Salary Scale	:	N\$ 454, 232 - N\$ 543, 055
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 9 000 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience

Post Designation	:	Head of Department Grade 6
1 x Post	:	Mbambi Primary School

Subjects	:	Languages (English and Rumanyo, Grade 8-9)
Salary Scale	:	N\$ 372, 625 - N\$ 445, 325
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 13, 800 per annum

Post Designation	:	Head of Department Grade 6
1 x Post	:	Shinyungwe Combined School

Subjects	:	Science (Mathematics and Natural Science Grade 8-11)
Salary Scale	:	N\$ 372, 625 - N\$ 445, 325
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 9 000 per annum

CIRCUIT: NDIYONA CIRCUIT

Post Designation	:	Head of Department Grade 6
1 x Post	:	Rundjarara Primary School
Subjects:	:	Languages (English and Rumanyo, Pre-Primary to Grade 3)
Salary Scale	:	N\$ 372, 625 - N\$ 445, 325
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
RHA	:	N\$ 9 000.00 per annum

CIRCUIT: RUNDU CIRCUIT

Post Designation	:	Head of Department Grade 6
1 x Post	:	Romanus Kamunoko Secondary School
Subjects	:	Science (Mathematics and Physical Science/Physics/Chemistry)
Salary Scale	:	N\$ 372, 625 - N\$ 445, 325
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 13, 800 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

SUBDIVISION: SPECIAL EDUCATION, DIAGNOSTICS, ADVISORY AND COUNSELLING SERVICES

Post Designation	:	Senior Education Officer Grade 6
Duty station	:	Rundu
Salary Scale	:	N\$ 372, 625 - N\$ 445, 325
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience.

OR

An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience

Supplementary Selection Requirements:

- An appropriate Degree or equivalent qualification in Inclusive Education/Education Psychology/ Special Education or related fields on NQF L 8 plus 3 years appropriate experience

OR

- An appropriate Degree or equivalent qualification in Inclusive Education/Education Psychology/ Special Education or related fields on NQF L 7 plus 5 years appropriate experience.
 - Candidates must be in possession of a Valid Driver's licence and computer literacy.
-

**SUB-SECTION: RUKONGA VISION SCHOOL
DIVISION: ADVISORY SERVICES**

Post Designation	:	Senior Education Officer Grade 6 (School Councillor)
1 x Post	:	Rukonga Vision School
Salary Scale	:	N\$ 372, 625 - N\$ 445, 325
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 9 000 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience.

OR

An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience

Supplementary Selection Requirements:

- An appropriate Degree or equivalent qualification in Phycology/Education Psychology or Counselling on NQF L 8 plus 3 years appropriate experience
- OR**
- An appropriate Degree or equivalent qualification in Phycology/Education Psychology or Counselling on NQF L 7 plus 5 years appropriate experience.
 - The above experience should be in School Counselling, Learner Support Services and Education Sector.

- Candidates must be in possession of a Valid Driver's licence and computer literacy.
-

**SUBDIVISION: GENERAL SERVICES
SECTION: BUILDING AND MAINTAINANCE**

Post Designation	:	Work Inspector Grade 9
1 x Post	:	Rundu
Salary Scale	:	N\$ 204, 977- N\$ 245, 851
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate National Diploma or equivalent qualification on NQF L6

OR

An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience

OR

(iii) An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience.

Supplementary Selection Requirements

- Proven knowledge of Mechanical, air conditioner and refrigeration
 - Valid Code B Driver's licence.
-

**DIVISION: LIBRARIES, ARHIVES AND INFORMATION SERVICES
SECTION: RUNDU COMMUNITY LIBRARY**

Post Designation	:	Senior Librarian Grade 7
1 x Post	:	Rundu
Salary Scale	:	N\$ 305, 684 - N\$ 365, 322
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A B. degree (or equivalent qualification) on NQF L7.

Supplementary Selection Requirements

- At least three (3) years of working experience as an Library Grade 9
 - Strong Computer literacy skills (Proficiency in MS Office, and Library Management)
 - Valid Code B Driver's licence
-

**DIVISION: LIBRARIES, ARCHIVES AND INFORMATION SERVICES
SECTION: MUKWE COMMUNITY LIBRARY**

Post Designation	:	Senior Librarian Grade 7
1 x Post	:	Mukwe Community Library
Salary Scale	:	N\$ 305, 684 - N\$ 365, 322
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A B. degree (or equivalent qualification) on NQF L7.

Supplementary Selection Requirements:

- At least three (3) years of working experience as a Librarian Grade 9
 - Computer literacy skills
 - Proven knowledge of Cataloguing and research tools.
-

**DIVISION: LIBRARIES, ARCHIVES AND INFORMATION SERVICES
SECTION: SHINYUNGWE COMMUNITY LIBRARY**

Post Designation	:	Librarian Grade 9
1 x Post	:	Shinyungwe Community Library
Salary Scale	:	N\$ 204, 977 - N\$ 245, 851
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 9 000 per annum

Appointment requirements: An appropriate National Diploma on NQF L6

Supplementary Selection Requirements

- At least three (3) years of working experience as an Assistant Librarian Grade 10
 - Computer literacy skills
 - Proven knowledge of Cataloguing and research tools.
-

**DIVISION: LIBRARIES, ARCHIVES AND INFORMATION SERVICES
SECTION: SHINYUNGWE COMBINED SCHOOL**

Post Designation	:	Librarian Grade 9
1 x Post	:	Shinyungwe Combined School
Salary Scale	:	N\$ 204, 977 - N\$ 245, 851
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 9 000 per annum

Appointment requirements: An appropriate National Diploma on NQF L6

Supplementary Selection Requirements

- At least three (3) years of working experience as an Assistant Librarian Grade 10
-

- Computer literacy skills
 - Proven knowledge of Cataloguing and research tools.
-

DIVISION: LIBRARIES, ARCHIVES AND INFORMATION SERVICES
SECTION: RUKONGA VISION SCHOOL

Post Designation	:	Librarian Grade 9
1 x Post	:	School
Salary Scale	:	N\$ 204, 977 - N\$ 245, 851
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 9 000 per annum

Appointment requirements: An appropriate National Diploma on NQF L6

Supplementary Selection Requirements:

- At least three (3) years of working experience as an Assistant Librarian Grade 10
- Computer literacy skills
- Proven knowledge of Cataloguing and research tools.

Applications must be addressed to:

The Regional Director
Directorate of Education, Arts & Culture
Kavango East Regional Council
Private Bag 2134
Rundu

Or Hand Delivery @ Kavango East Regional Office, DoEAC - Rundu

Enquiries: Mr. E K. Kandingo/ Mr. G. Kudumo / Ms. Z.S. Mbambo / Ms. S.M. Nangolo Tel: 066-2589009

KAVANGO WEST REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE
SCHOOL MANAGEMENT POSTS

HEAD OF DEPARTMENTS

Post Designation	:	Head of Department Grade 6
4 x Posts	:	1x Homba Daniel Sientu Mipasi Secondary School (Mathematics and Physical Science/ Physics/ Biology/ Chemistry Grade 8 - 12).
	:	1x Tuguva Combined School (Physical Science and Life Science Grade 8-9).
	:	1x Leevi Hakusembe Senior Secondary School (Mathematics and Sciences (Biology or Chemistry or Physics) Grade 8 – 12.
	:	1x Ntara Combined School (History and Geography Grade 8 – 12)
Salary Scale	:	N\$ 372, 627 x P- 445, 325
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17, 424 per annum

Minimum requirement: A recognized three (3) year tertiary teaching qualification on NQF Level plus six (6) years teaching experience Or An appropriate recognized 3-year non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a one (1)- year teaching qualification plus six (6) years teaching experience.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SUBDIVISION: PLANNING AND DEVELOPMENT (PAD)

Post Designation	:	Senior Education Officer Grade 6
1 x Post	:	Nkurenkuru Regional Office
Salary Scale	:	N\$ 372, 627 x P – 445, 325
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum requirement: An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience or An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

Supplementary Selection Requirements: Preference will be given to candidates in possession of a degree or equivalent on NQF Level 7 or 8 in the following field: Statistics/ Population Studies/ Economics/ Building/Development Studies or related fields. Candidates should be in possession of a valid driver's licence.

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT (PD)**

Post Designation : Senior Education Officer (Technical) Grade 6
1 x Post : Nkurenkuru Regional Office
Salary Scale : N\$ 372, 627 x P – 445, 325
Housing allowance : N\$ 17, 424 per annum
Transport allowance : N\$ 10, 512 per annum

Minimum requirement: An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience or An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

Supplementary requirements: Preference will be given to candidates with Certificate/ Diploma/ Degree in any two (2) of the following subjects: Computer Science, Electricity and Eletronics (Electrical General Course), Health and Social Care (Occupational Health), and Metalwork and Welding, Home Economics, or (and) Design & Technology. Be in possession of a valid driver's license.

DIVISION: LIBRARY SERVICE

Post Designation : Librarian Grade 9
1 x Post : Nkurenkuru Regional Office
Salary Scale : N\$ 204, 977 x P – 245, 851
Housing allowance : N\$ 13, 944 per annum
Transport allowance : N\$ 10, 512 per annum

Appointment requirement: A Bachelor's degree (or equivalent on NQF Level 7).

Supplementary requirements: Candidate must possess an appropriate Bachelor's degree (or equivalent) on NQF Level 7 majoring in Library Science/ or Library and information Science/ Studies. (Proof must be attached); Candidate who possesses at least one (1) year (or more) appropriate experience will have an added advantage; Computer Literacy will be an added advantage.

DIVISION: FINANCIAL MANAGEMENT

Post Designation : Senior Accountant Grade 7
1 x Post : Nkurenkuru Regional Office
Scale of salary : N\$ 305, 684 x P – 365, 322
Housing allowance : N\$17, 424 per annum
Transport allowance : N\$10, 512 per annum

Appointment requirement: A National Diploma majoring in Accounting on NQF Level 6.

Supplementary requirements: Candidates must have three (3) years appropriate experience in accounting field. Computer literacy and Driver's License older than (1) years will be an added advantage.

Post Designation : Accountant Grade 8
1 x Post : Nkurenkuru Regional Office
Scale of salary : N\$ 250, 767 x P – 299, 691
Housing allowance : N\$ 17, 424.00 per annum
Transport allowance : N\$ 10, 512.00 per annum

Appointment requirement: An appropriate Diploma on NQF Level 6 majoring in Accounting.

Supplementary requirements: Preference will be given to candidates with a Bachelor of Accounting on NQF Level 7 (or equivalent).

DIVISION: ARCHIVES AND INFORMATION

Post Designation : Archivist Grade 7
1 x Post : Nkurenkuru Regional Office
Scale of salary : N\$ 305, 684 x P – 365, 322
Housing allowance : N\$ 17, 424.00 per annum
Transport allowance : N\$ 10, 512.00 per annum

Appointment requirement: An appropriate Degree on NQF Level 7 (or equivalent qualification).

Supplementary requirements: Candidates must have three (3) years' experience as an Archivist and should be at least Archivist Grade 10.

Applications must be addressed to:

**THE REGIONAL DIRECTOR
DIRECTORATE OF EDUCATION, ARTS AND CULTURE
SUBDIVISION HUMAN RESOURCE
PRIVATE BAG 6193
NKURENKURU
OR**

**Hand Delivery: Kavango West Regional Education Office
Nkurenkuru (The light Complex behind Woermannbrock)
HR Office**

**Enquiries: Human Resource Office
Mr. Nicolaus N. Mipasi: Tel 066-274 2000**

**KHOMAS REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION**

Post Designation	:	Principal (Grade 5) –	Re-advertisement
1 x Post	:	Auas Primary School	
Salary Scale	:	N\$ 454, 232 – N\$ 543, 055	
Housing Allowance	:	N\$ 17, 424 per annum	
Transport Allowance	:	N\$ 10, 512 per annum	

A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject (s) to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary Requirement:

- Candidates in possession of 5 years (or more) experience at the functional level Grade 6 (or higher) at school or in a related work environment. **(Proof must be attached)**
- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates must be suitably /appropriately qualified or trained for the phase he or she applies for in terms of the provision of the National Curriculum for Basic Education (2016)

Enquiries: The Human Resource Office Tell no: 061- 293 9411

CIRCUIT 3

Post Designation	:	Head of Department Grade 6
1 x post	:	Delta Primary School
Department	:	Mathematics and Science: Mathematics and Intergraded Natural Science Grade 4-7
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

CIRCUIT 4

Post Designation	:	Head of Department Grade 6
1 x post	:	Groot Aub Junior Secondary School
Department	:	Commerce: Accounting and Business Studies/Entrepreneurship Grade 8-11
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6

1 x post : Groot Aub Primary School
Department : Social Science: Social Studies and Physical Education Grade 4-7
Salary Scale : N\$ 372, 627 – N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
1 x post : Eros Girls School
Department : Home Science: Fashion and Clothing, Food/Home Economics or Hair Dressing **(The Candidate must be able to teach two of the above subject)**
Salary Scale : N\$ 372, 627 – N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

CIRCUIT 5

Post Designation : Head of Department Grade 6
1 x post : Mount View High School
Department : Mathematics and Science: Mathematics and Physical Science/ Biology / Physics/Chemistry Grade 8-11
Salary Scale : N\$ 372, 627 – N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
1 x post : Emma Hoogenhout School
Department : Mathematics and Science: Mathematics and Intergraded Natural Science Grade 4-7
Salary Scale : N\$ 372, 627 – N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
1 x post : Centaurus High School
Department : Social Science: Geography and Development Studies/History Grade 8-AS
Salary Scale : N\$ 372, 627 – N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Appointment Requirements:

- A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience
OR

- An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the subject(s) to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Additional Selection Requirements:

- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates must be suitably /appropriately qualified or trained in terms of the provision of the National Curriculum for Basic Education (2016)
- The shortlisting of Heads of Department posts will be done in terms of the major fields of study and appropriate years of teaching experience.

Applications must be addressed to:

**Khomas Regional Council
Directorate of Education, Arts and Culture
Private Bag 13236
WINDHOEK**

OR

Deliver by hand at:

**The Registry Office
6th Floor, Dr. Frans Indongo Gardens: Windhoek**

Enquiries: The Human Resource Office Tell no: 061- 293 9411

**KUNENE REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE**

Post Designation	:	Principal Grade 5
1 x Post	:	Kunene Resource School (Pre Primary – Grade 7) (Visual Impaired, Hearing Impaired and Intellectual Impaired)
Salary scale	:	N\$ 454, 232 – N\$ 543, 055
Salary Notch	:	N\$ 454, 232 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Incentive Allowance	:	N\$ 9 000 per annum

Appointment requirements: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 7 years teaching experience.

Supplementary Selection Requirements: At least a person must be able to work with learners who are severely impaired.

- Must have experience in working with learners with Hearing (Deaf), visually and intellectual impairment.
- At least a qualification in Educational Psychology, Special Education, Inclusive Education, or Learning Support.
- At least a person must have been a HOD at a Resource School/ Unit, Senior Education Officer: DATS/ Special Education/ Inclusive Education/ Regional School Counsellor with Grade 6 probation confirmed.
- Candidates must ensure that copy of their confirmation of probation in their current position is attached.

Post Designation	:	Head of Department Grade 6
3 x Posts	:	1x Okanguati Combined School (Mathematics & Physics/Chemistry/Biology Grade 8-11)
		1x Welwitschia Junior Secondary School (Mathematics & Physics/Chemistry/Biology Grade 8-11)
		1x Outjo Project Secondary School (Mathematics & Physics/Chemistry/Biology Grade 8-12)
Salary scale	:	N\$ 372, 627 – N\$ 445, 325
Salary Notch	:	N\$ 372, 627 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Incentive Allowance : As per the duty station

Appointment requirements: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The shortlisting of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Candidate must ensure that copy of confirmation of probation in their current position is attached.
 - Candidates must have a professional teaching qualification that would enable him/her to teach at the appropriate phase they applied for.
-

SUBSECTION: PROCUREMENT AND STOCK CONTROL

Post Designation : Senior Administrative officer Grade 10
1 x Post : Regional office (Khorixas)
Salary scale : N\$ 167, 481 – N\$ 200, 878
Salary Notch : N\$ 167, 481 per annum
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Appointment requirements: An appropriate National Diploma or Equivalent qualification (NQF Level 6) plus 1 year appropriate experience.

Or

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

Supplementary Requirements: A Driver's License Code B Certificate in Basic Stock Control

Applications must be addressed to:

Human Resource Office	or	Hand delivered at
Kunene Regional Council		DoEAC
DoEAC		Human Resource Office
Private Bag 2007		Khorixas
Khorixas		

Enquiries: Mr. Moses N. Hendrik /Ms. Jennifer Goses. Tel: 067-335000

**OHANGWENA REGIONAL COUNCIL
DIRECTORATE OF HEALTH AND SOCIAL SERVICES
DIRECTORATE: OHANGWENA REGION
DIVISION: CURATIVE SERVICES
SUBDIVISION: NURSING SERVICES**

Post Designation	:	Chief Registered Nurse Grade 6
1x Post	:	Regional Office (Eenhana)
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per Annum
Transport Allowance	:	N\$ 10, 512 per Annum

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

Additional Requirement: Candidate must have six (6) years appropriate experience of which three must have been served at a supervisory level in the hospital setup.

Enquiries: Mr. Robert Nandjila or Ms. Fenni Namupolo Telephone: 065 263260

DIVISION: GENERAL SUPPORT SERVICES

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Regional Office (Eenhana)
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per Annum
Transport Allowance	:	N\$ 10, 512 per Annum

Minimum Requirement: National Diploma or equivalent qualification.

Additional requirement: Candidate must have served six (6) years appropriate experience of which two (2) years should be at supervisory level of administration or procurement.

Enquiries: Ms. Fenni Namupolo or Mr. Lasarus D. Amuthenu Telephone: 065 263260

**DIVISION: DISTRICT HEALTH AND SWS: EENHANA
SUBDIVISION: DISTRICT HOSPITAL EENHANA
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES**

Post Designation	:	Senior Medical Officer Grade 4
1x Post	:	Eenhana
Salary Scale	:	N\$ 517, 195 – N\$ 543, 728
Housing Benefit	:	N\$ 121, 560 per Annum
Motor Vehicle Allowance	:	N\$ 110, 917 per Annum

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Fixed Overtime : N\$ 271, 530 per Annum

Minimum Requirement: Registration as Medical Practitioner with the Health Professions Council of Namibia. Plus approximately three (3) years appropriate experience.

Enquiries: Ms. Fenni Namupolo or Dr. Lukas Nghaamwa Telephone: 065 266606

DIVISION: DISTRICT HEALTH AND SWS: OKONGO

Post Designation : Senior Medical Officer Grade 4
1x Post : Okongo
Salary Scale : N\$ 517, 195 – N\$ 543, 728
Housing Benefit : N\$ 121, 560 per Annum
Motor Vehicle Allowance : N\$ 110, 917 per Annum
Fixed Overtime : N\$ 271, 530 per Annum

Minimum Requirement : Registration as Medical Practitioner with the Health Professions Council of Namibia. Plus approximately three (3) years appropriate experience.

Enquiries: Ms. Fenni Namupolo or Dr. Lukas Nghaamwa Telephone: 065 266606

DIVISION: DISTRICT HEALTH AND SWS: ENGELA

SUBDIVISION: DISTRICT HOSPITAL ENGELA

SECTION: PROFESSIONAL SERVICES

SUBSECTION: MEDICAL SERVICES

Post Designation : Specialist (**Pediatrician**) Grade 4
1x Post : Engela
Salary Notch : N\$ 582, 333 P
Housing Benefit : N\$ 121, 560 per Annum
Motor Vehicle Allowance : N\$ 110, 917 per Annum
Fixed Overtime : N\$ 283, 887 per Annum

Enquiries: Ms. Fenni Namupolo or Dr. Lukas Nghaamwa Telephone: 065 266606

DIVISION: DISTRICT HEALTH AND SWS: ENGELA

SUBDIVISION: DISTRICT HOSPITAL ENGELA

SECTION: PROFESSIONAL SERVICES

SUBSECTION: PARAMEDICAL & CLINICAL SUPPORT SERVICES

UNIT: PHARMACEUTICAL SERVICES

Post Designation : Pharmacist Grade 7
1x Post : Engela
Salary Scale : N\$ 305, 684 – N\$ 365, 322
Housing Allowance : N\$ 17, 424 per Annum
Transport Allowance : N\$ 10, 512 per Annum
Fixed Overtime : N\$ 163, 558 per Annum

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

Enquiries: Ms. Fenni Namupolo or Ms. Naemi David Telephone: 065 263260

DIVISION: DISTRICT HEALTH AND SWS: ENGELA

SUBDIVISION: DISTRICT HOSPITAL ENGELA

SECTION: PROFESSIONAL SERVICES

SUBSECTION: MEDICAL SERVICES

Post Designation : Medical Officer Grade 5
1x Post : Engela
Salary Scale : N\$ 454, 232 – N\$ 543, 055
Salary Notch : N\$ 454, 232
Housing Benefit : N\$ 121, 560 per Annum
Motor Vehicle Allowance : N\$ 85, 063 per Annum
Fixed Overtime : N\$ 243, 089 per Annum

Enquiries: Ms. Fenni Namupolo or Dr. Lukas Nghaamwa Telephone: 065 266606

Address : **The Regional Director**
MOHSS
Directorate: Oshana Region
Private Bag 88006, Eenhana
OR

Hand deliver to Human Resource Office (RMT)

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

Post Designation : Principal Grade 5
5 x Posts : Ehoma Primary School (**Oshana Circuit**)
Selma Kawiwa Primary School (**Eenhana Circuit**)
Veiko Nekundi Junior Primary School (**Oshana Circuit**) (**Re-Advertisement**)
Atuheyamwe Junior Primary School (**Oshana Circuit**) (**Re-Advertisement**)
Eenghushe Primary School (**Onga Circuit**)

Salary Scale : N\$ 454, 232 – N\$ 543, 055
Salary Notch : N\$ 454, 232
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience **Or** An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Take note: Candidates must have a professional teaching qualification that would enable him/her to teach at the appropriate phase (e.g. Junior Primary/Senior Primary/Junior Secondary /Senior Secondary Phase).

Post Designation	:	Head of Department Grade 6
6x Posts:	:	Kornelius Combined School: Junior Primary Phase: (Pre-Primary-Grade 3) (Oshikwanyama Mol), (Ondobe Circuit)
	:	Oshikunde Combined School: Geography and Development studies Grade 4-12 (Ohakafiya Circuit)
	:	Otunganga Combined School: Junior Primary Phase: (Pre-Primary-Grade 3) (Oshindonga Mol), (Otunganga Circuit)
	:	Eembidi Combined School: Mathematics and Physical Science Grade 4-9 (Ondobe Circuit)
	:	Lineekela Naukushu Combined School: Mathematics and Biology Grade 4-11 (Ongha Circuit)
	:	Onamunhama Combined School: Mathematics and Physical Science Grade 4-11 (Ondobe Circuit)
Salary Scale	:	N\$ 372, 627- N\$445, 325
Salary Notch	:	N\$ 372, 627
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized three 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **Or** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a one 1-year teaching qualification plus 6 years teaching experience.

The shortlisting of posts of Heads of Department will be done in terms of the major fields of study.

**DIVISION: LIFELONG LEARNING, ARTS AND CULTURE
SUB DIVISION : ADULT AND CONTINUING EDUCATION**

Post Designation	:	Senior Education Officer Grade 6
1x Post	:	Eenhana
Salary Scale	:	N\$ 372, 627 - N\$ 445, 325

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Salary Notch	:	N\$ 372, 627
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements. An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience.

Or An appropriate Degree or equivalent on NQF Level 8 plus 3 years appropriate experience.

Supplementary selection requirements: Preference will be given to candidates with a qualification in Adult Education, Community Development and Lifelong Learning. Computer literate and Driving License will be an added advantage.

Post Designation	:	Chief Librarian Grade 6
1x Post	:	(Helao Nafidi, Ohangwena Regional Library)
Salary Scale	:	N\$ 372, 627 - N\$445, 325
Salary Notch	:	N\$ 372, 627
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointments requirements: A Bachelor Degree (or equivalent qualification) on NQF Level 7.

Supplementary requirements: Preference will be given to candidates holding a **Bachelor's Degree in Library and Information Science** with at least **six (6) years of experience in the library field**, including a minimum of **3 years as a Senior Librarian**. A **Master's degree in Library/Information Studies**, an **ICDL certificate**, and a **valid driving license** will be an added advantage. In addition, candidates should demonstrate **management, planning, and supervisory skills**, be **ICT literate** (with strong proficiency in Microsoft Office), possess **excellent oral and written communication skills**, and have **knowledge of Library Management Systems**—all of which are strongly recommended.

Post Designation	:	Librarian Grade 9
31x Posts	:	1x Ohangwena Regional Library 1x Okongo Community Library 1x Onankali North Combined School, Otunganga Circuit 1x Dr Abraham Iyambo Secondary School, Ohakafiya Circuit 1x Eenhana Secondary School, Eenhana Circuit 1x Eengedjo Secondary School, Endola Circuit 1x Haimbili Haufiku Secondary School, Eenhana Circuit 1x Mwadikange Kaulinge Secondary School, Ondobe Circuit

1x Oluwaya Combined School, Oshikunde Circuit
 1x Ongha Secondary School, Ongha Circuit
 1x Oshela Secondary School, Okongo Circuit
 1x Oshikunde Combined School, Ohakafiya Circuit
 1x Ponthofi Secondary School, Ohangwena Circuit
 1x Shituwa Secondary School, Endola Circuit
 1x UN. Nghaamwa Secondary School, Endola Circuit
 1x Epembe Secondary School, Epembe Circuit
 1x Onambutu Combined School, Otunganga Circuit
 1x Ondobe Secondary School, Ondobe Circuit
 1x Elundu Combined School, Ohakafiya Circuit
 1x Udjombala Secondary School, Ohangwena Circuit
 1x Okatope Secondary School, Ondobe Circuit
 1x Engela Secondary School, Ohangwena Circuit
 1x Tileinge Andima Combined School, Okongo Circuit
 1x Omulunga Combined School, Epembe Circuit
 1x Nangolo Mbumba Combined School, Oshikunde Circuit
 1x Omundudu Combined School, Endola Circuit
 1x Onamunhama Combined School, Ondobe Circuit
 1x Kaupumhote Nghituwamhata Combined School, Eenhana Circuit
 1x Lazarus Haufiku Combined School, Oshikunde Circuit
 1x Oshaango Combined School, Otunganga Circuit
 1x Oshawapala Combined School, Ongha Circuit

Salary Scale	:	N\$ 204, 977 - N\$ 245, 851
Salary Notch	:	N\$ 204, 977
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A Bachelor Degree (or equivalent qualification) on NQF Level 7.

Additional requirements: Preference will be given to candidates with qualification in Library and Information Science on NQF Level 7. In addition, computer literacy will be an added advantage.

Post Designation	:	Senior Human Resource Practitioner Grade 7
3x Posts	:	Eenhana
Salary Scale	:	N\$ 305, 684 - N\$ 365, 322
Salary Notch	:	N\$ 305, 684
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum
Division	:	Human Resource Administration

Minimum requirements. An appropriate National Diploma on NQF Level 6 majoring in Human Resources Management plus 4 years appropriate experience.

Additional requirements: Preference will be given to candidates with an appropriate Bachelor Degree at NQF Level 7 majoring in Human Resources Management, computer literacy (with strong proficiency in Microsoft Office) and excellent oral and written communication skills.

Post Designation	:	Human Resource Practitioner Grade 8
2x Posts	:	Eenhana
Salary Scale	:	N\$ 250, 767 - N\$ 299, 691
Salary Notch	:	N\$ 250, 767
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum
Division	:	Human Resource Administration

Appointment requirements: A National Diploma at NQF Level 6 majoring in Human Resources Management or (equivalent).

Additional requirements: Preference will be given to candidates with an appropriate Bachelor Degree at NQF Level 7, computer literacy (with strong proficiency in Microsoft Office).

Applications must be addressed to:

The Director
Directorate of Education, Arts and Culture
Division: Human Resource
Private Bag 88005
Eenhana

OR

Hand Delivery:

**Ohangwena Education Office
Eenhana
HR office
1st Floor**

Enquiries: Ms. Mutaleni Uugulu and Akwilinus I Paulus Tel: 065 2929 200

OMACHEKE REGIONAL COUNCIL

OFFICE OF THE CHIEF REGIONAL OFFICER SECTION: INTERNAL AUDIT

Post Designation	:	Internal Auditor Grade 8
1 x Post	:	Gobabis
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

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

Additional requirements: Preference will be given to candidates with a Bachelor's Degree in Auditing/ Accounting/ Finance or Commerce at NQF Level 7 (or equivalent qualification) plus three (3) years' appropriate experience in auditing. The applicant must have a valid driver's license.

Main Duties:

- Apply audit standard procedures and techniques to ensure proven audit findings.
- Conduct audits for the Regional Council.
- Conduct sensitization sessions for the Regional Council staff members.
- Audit various financial and non-financial systems of the Regional Council.
- Verify the correctness of financial statements.
- Prepare audit reports and submit to the Chief Internal Auditor on time.
- Prepare draft management letters on the basis of audit evidence obtained and submit these to the Chief Regional Officer through the Chief Internal Auditor on or before agreed deadlines.
- Report work progress to the Chief Internal Auditor on a monthly basis.
- Prepare and submit annual work plans and audit programme to the Chief Internal Auditor for recommendations.
- Advise the Chief Internal Auditor regarding any aspect of irregularities.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. B. Tjifti, Tel: 062-566 515/ Mr. M.I. Shikongo, Tel: 062 –566 558

DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION SUBDIVISION: AUXILLIARY SERVICES SECTION: PROCUREMENT AND STOCK CONTROL

Post Designation	:	Chief Administrative Officer Grade 8
1 x Post	:	Gobabis
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE
26 JUNE 2026

Housing Allowance : N\$ 17,424 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum Requirements: A National Diploma or equivalent qualification on NQF Level 6 plus 3 years appropriate experience

Additional Requirements: An appropriate Bachelor's Degree in Public or Business Administration / Transport Management / Logistics Management / Procurement and Supply Chain Management or equivalent qualification at NQF Level 7 plus three (3) years appropriate experience in Administration or Procurement and Supply Chain Management and a valid driving licence (manual transmission).

Main Duties:

- Draw up and oversee maintenance of the procurement and stock control system for the Regional Council.
- Draw up and monitor adherence to frameworks for record keeping.
- Compile submissions of acceptance of donations and forward to the supervisor.
- Prepare and compile theft reports and forward to the supervisor.
- Ensure that the annual stock taking exercise is carried out.
- Carry out scheduled and unscheduled physical inspection of vehicles.
- Prepare Submissions of disposal items in accordance with Treasury Instructions.
- Ensure that vehicles are correctly allocated and utilized.
- Allocate and coordinate the work of his/her staff member under his/her supervision.
- Maintain discipline within the subsection.
- Monitor the attendance and performance of staff member under his/her supervision
- Prepare recommendations for training for staff members under his/her supervision.
- Carry out performance assessment.
- Keep asset register.
- Ensure that the archive and fleet management policies are adhered to.
- Compile all relevant reports and submit to the supervisor.
- Verify the correctness of inventory statistics.
- Ensure office equipment, council building and the surrounding areas are kept tidy and clean.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr S.W. Imasiku, Tel. 062-566 531 / Mr. M.I. Shikongo, Tel: 062-566 558

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SECTION: OFFICE SUPPORT

Post Designation : Private Secretary Grade 9
1 x Post : Gobabis
Salary scale : N\$ 204, 977 – N\$ 245, 851
Housing allowances : N\$ 13,944 per annum

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Transport Allowances : N\$ 10,452 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6.

Additional requirements: An appropriate National Diploma in Office Administration or Management / Secretarial Studies or equivalent qualification on NQF Level 6 plus one (1) year proven experience in Secretarial or Office Management/Administration.

Main duties:

- Provide secretarial services to the Director.
- Drafting and typing of correspondence and manuscripts.
- Screening and channelling of telephone calls and receive visitors
- Managing the diary of the Director.
- Responsible for the logistical travel arrangement of the Director;
- Perform elementary clerical work.
- Ensure that all official documents are deposited with Registry.
- Managing all meetings of the Director (i.e. informing all participants, taking minutes if needed, arrange for refreshments) in consultation with the Director.
- Handling of incoming and outgoing mail.
- Responsible for the circulation of all correspondence and other documentations to the relevant Divisions / staff members.
- Ensure that all official documents and information are treated as confidential.
- Perform other tasks as may be assigned from time to time.

Enquiries: Mr. G. Ekandjo, Tel: 062 –566 501 / Mr. M.I. Shikongo, Tel. 062-566 558

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

Post Designation : Control Administrative Officer Grade 6
1 x Post : Kalahari
Salary scale : N\$ 372, 627 – N\$ 445, 325
Housing allowances : N\$ 17,424 per annum
Transport Allowances : N\$ 10,452 per annum
Remoteness Allowance : N\$ 9 000 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6, plus 6 years' appropriate experience in Administration.

Additional requirements: Candidates must have at least three (3) years' experience on the level of Chief Administrative Officer Grade 8 or supervisory level. Preference will be given to candidates with a Bachelor's Degree in Business Administration/ Management / Public Administration/ Management at NQF Level 7. Interested candidates must be in possession of a valid two (2) years

driver's license (Code B – manual transmission). Computer Literacy is essential as well as excellent communication skills.

Main Duties:

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

Enquiries: Mr S. W. Imasiku 062-566 531 / Ms L. Mbuende 062-566 531

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

Post Designation	:	Control Administrative Officer Grade 6
1 x Post	:	Epuhiro
Salary scale	:	N\$ 372, 627 – N\$ 445, 325
Housing allowances	:	N\$ 17,424 per annum
Transport Allowances	:	N\$ 10,452 per annum
Remoteness Allowance	:	N\$ 13,800 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6, plus 6 years' appropriate experience in Administration.

Additional requirements: Candidates must have at least three (3) years' experience at the level of Chief Administrative Officer Grade 8 or supervisory level. Preference will be given to candidates with a Bachelor of Business Administration/ Management, Public Administration/ Management at NQF Level 7. Interested candidates must be in possession of a valid two (2) years driver's license (Code B – manual transmission). Computer Literacy is essential as well as excellent communication skills.

Main Duties: Coordinate developmental projects at constituency level.

- Implement, monitor and evaluate annual work plan and produce monthly reports.
- Create platforms to solicit inputs from Constituencies Development Committee on capital projects.
- Organize community meetings on request of the Constituency Councillor.
- Provide budget inputs to the Deputy Director Administration.
- Ensure the supervision of staff at the Constituency office.
- Carry out any other official duties assigned from time to time.

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Enquiries: Mr S. W. Imasiku 062-566 531 / Ms L. Mbuende 062-566 531

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: INFORMATION TECHNOLOGY

Post Designation	:	Computer Technician Grade 11
1 x Post	:	Gobabis
Salary Scale	:	N\$157, 632 – 177, 577 (P)
Housing Allowance	:	N\$ N\$13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

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

Additional requirements: Preference will be given to candidates with a Bachelor's Degree at NQF Level 7 and in possession of a valid driver's license (manual transmission) with two (2) years or older.

Main Duties:

- Install, assemble and configure computers, monitors, network infrastructure and peripherals such as printers, scanners and related structures.
- Installation, maintenance and updating of antivirus software.
- Pull cables and rewire or direct the rewiring of cables as required for new installations and office configurations.
- Set up of email accounts, internet and network access.
- Computer hardware, software, network and peripheral maintenance and support.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr B. Mokgatle, Tel. 062-566 508/ Mr. M. I. Shikongo, Tel. 062-566 558

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Human Resource Practitioner Grade 8
1 x Post	:	Gobabis
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma majoring in Human Resource Management on NQF Level 6.

Additional requirements: Preference will be given to candidates with a Bachelor's Degree in Human Resources Management or an equivalent qualification majoring in Human Resource Management on NQF level 7. Computer Literacy is essential as well as excellent communication skills.

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Main Duties:

- Handle queries and process applications for: Pension admissions, amendments / withdrawals.
- Handle queries and prepare letters confirming appointment and or extension of probation.
- Handle queries and calculate and prepare individual notices regarding salary increments, service bonuses, salary adjustments, occupational differentiation, overtime and leave gratuity.
- Handle queries, calculate and process Housing loan scheme inclusive of housing subsidies and allowances.
- Ensure that documentation pertaining to injury on duty are correctly completed and submitted through the supervisor to the Deputy Director Human Resources Management.
- Maintain the leave and staff records of personnel.
- Liaise, write and / or prepare submissions / letters / correspondences to various stakeholders via the supervisor.
- Provide input to HR reports.
- Render secretariat services in respect of human resource meetings.
- Update establishment on a regular basis.
- Obtaining of approval for appointments, pension admissions/withdrawals, leave/leave gratuity, housing loan scheme, housing subsidy, allowances, medical and scheme, confirmation/extension of probation, transfer, translations, secondments, resignations, departmental debts, abscondments and demises, removal of furniture and retirements.
- Conduct routing correspondences and handle queries.
- Responsible to ensure proper record-keeping on HR related documents.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms C. Adams, Tel 062-566 537 / Ms L. Mbuende, Tel 062-566 532

**DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION
DIVISION: PLANNING AND DEVELOPMENT
SUBDIVISION: PLANNING AND DEVELOPMENT**

Post Designation	:	Development Planner Grade 8
1 x Post	:	Gobabis
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate Bachelor's Degree at NQF L7.

Additional Requirements: A Bachelor's Degree on NQF Level 7 in Rural and Regional Development / Community Development /Development Studies / Economics / Monitoring & Evaluation or equivalent qualification plus a valid Code B driving license (manual transmission). The candidate must have the following skills: Computer literate, Interpersonal, Project Management, Communication skills, Report writing, Analytical and Project proposal writing.

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Main duties: Interpret and ensure implementation of development policy frameworks at regional level and line with approved legislation.

- Provide technical input in the Directorate operational plan in line with the strategic plan.
- Consolidate the inputs from CDCs in the development budget.
- Formulation, monitoring, implementation and analysis of the regional development and capital budget and its trends.
- Assess PAIFs and Appraise Project proposals
- Liaise with consultants on project implementation.
- Liaise with NPCCS and line Ministries on sectoral issues or plans which impacts on regional economic development.
- Coordinate developmental issues with other relevant offices
- Coordinate development of settlement areas.
- Compile monthly, quarterly and annual reports of the subdivision.
- Ensure adherence to relevant policies and procedures.
- Monitor and evaluate projects and report progress to the supervisor.
- Ensure ongoing consultation with consultants under contract to the Regional Council.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. S. Simon, Tel. 062-566 514 Mr. M. I. Shikongo, Tel: 062-566 533

**DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION
DIVISION: PLANNING AND DEVELOPMENT
SECTION: HIV/ AIDS COORDINATION**

Post Designation	:	Senior Community Liaison Officer Grade 8
1 x Post	:	Gobabis
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

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

Additional Requirements: A Bachelor's Degree on NQF Level 7 in HIV/AIDS Management / Community Development and Project Management /Education for Development /Development Studies / Public Health / Health Economics / Social Studies plus three (3) years approximate appropriate experience in the field of HIV/AIDS, Community Development, Social Welfare and Wellness. Candidates must be in possession of a valid Code B driving license (manual transmission).

Main duties:

- Actively popularize the National Strategic Framework (NSF) on HIV/AIDS, TB and Malaria, promote, strengthen and implement a multi-sectoral approach to HIV/AIDS and other health related matters.
- Coordinate regional HIV / AIDS activities and provide secretarial functions to RACOC Secretariat.

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

- Collaborate with other institutions on workplace programmes.
- Supervising the implementation of HIV programmes in the region.
- Prepare and present HIV/AIDS Annual Plan and Budget to RACOC and to the Regional Council for approval.
- Responsible for writing proposals for funding of HIV/AIDS activities, prepare quarterly and financial reports for submission to the Supervisor.
- Monitor and evaluate the HIV/AIDS activities in the region through System for Program Monitoring.
- Coordinate relevant events within the region in collaboration with Directorate of Special Programmes in MoHSS.
- Establish distribution points of condoms and literature.
- Facilitate the provision of logistical and technical support to national events in collaboration with the stakeholders.
- Recommend requisitions for procurement and submit to the Supervisor.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. E. Tjipetekera, Tel. 062-566 516 / Mr. M.I. Shikongo, Tel. 062-566 533

**DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION
DIVISION: TECHNICAL SERVICES
SUBDIVISION: TOWN AND REGIONAL PLANNING**

Post Designation	:	Assistant Town and Regional Planner Grade 7 (Trainee)
1 x Post	:	Gobabis
Salary Scale	:	N\$ 305, 684 – N\$ 365, 322
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

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

Additional Requirements: A Bachelor's Degree on NQF Level 7 in one of the following fields from a recognised institution, Urban and Regional Planning / Town and Regional Planning / Civil Engineering or equivalent qualification plus a valid Code B driving license (manual transmission). The candidate must have the following skills: Computer literate (GIS software), Communication skills, Interpersonal, report writing and analytical.

NB: The candidate will undergo formal and informal occupational specific training and perform tasks under the supervision of a supervisor.

Main duties:

- Liaise with relevant statutory bodies on policy issues pertaining to Town and Regional Planning
- Assist in the interpretation and implementation of policy frameworks at regional level in line with approved legislation.
- Provide technical input on operational planning of the subdivision.
- Implementation of plans within defined time and resource limits.
- Prepare monthly, quarterly and annual work plan of the subdivision.

- Participate in the planning process and consultations with Constituency Development Committees and Settlement Development Committees in respect of the budget.
- Ensures that consultants and contractors adhere to set standards.
- Provide strategic advice to the Deputy Director on matters pertaining to town and regional planning.
- Prepare layout plans for settlement areas; prepare submissions to NAMPAB and the Townships Board for declaration and proclamation of settlement areas.
- Coordinate the process of identification of growth points and negotiation with relevant stakeholders for settlement development.
- Prepare criteria for the declaration of settlement areas (needs and desirability studies).
- Prepare PAIF's for town planning projects (layout plans, town planning schemes and structure plans).
- Prepare reports on the status of planning in settlement areas for Council regarding how many erven are available and recommend action.
- Verify and certify payment requests.
- Ensure the existence of proper storage and filling facilities for plans and maps.
- Monitor progress of projects and provide feedback.
- Ensure adherence to relevant policies and procedures.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr H. Katjivena, Tel. 062-566 506 / Mr. R. Du Plessis, Tel. 062-566 517

Application must be addressed to:

**The Chief Regional Officer
Omaheke Regional Council
Private Bag 2277
GOBABIS**

Or Hand delivery at:

**Omaheke Regional Office Park
Human Resources Division
Portion 39
Gobabis Townlands
GOBABIS**

OMUSATI REGIONAL COUNCIL

SECTION INTERNAL AUDIT

Post Designation	:	Chief Internal Auditor Grade 6
1 x Post	:	Outapi
Salary Scale	:	N\$ 354, 883 – N\$ 424, 119 per annum
Housing Allowance	:	N\$ 17, 424 per annum.
Transport Allowance	:	N\$ 10, 512 per annum.

Minimum Requirements: An appropriate Bachelor's Degree or equivalent qualification on NQF Level 7 Majoring in Accounting or Auditing plus six (6) years appropriate experience.

Supplementary requirement: Code B Drivers's License (manual transmission) which is at least one (1) year older.

Main Duties:

- Direct a comprehensive program of Internal Audit for the Regional Council to ensure that internal control systems, which support the reliability and integrity of financial, operational and information technology are reviewed at appropriate intervals and effective recommendations are made for corrective actions as required.
- Provide supervisory support in assessing and improving the adequacy, efficiency and effectiveness of risk management, internal accounting controls and governance processes.
- Plan, supervise and oversee the various audit activities being carried out by the assigned Auditors.
- Develop, update and execute the implementation of the Internal Audit Charter as approved by the Committee and in line with the International Institute of Auditors (IIA) Standards
- Prepare and submit to management and the Committee a risk-based internal audit plan for review and approval and perform risk assessment Audits.
- Compile annual Audit Work Plan and Audit Programs together with a strategy for dealing with unplanned requests for special investigations in those areas.
- Facilitate the appointment and renewal of the Independent Audit Committee.
- Serve as a Secretary to the Independent Audit Committee.
- Carry out any other duties assigned from time to time

Applications must be addressed to:

The Chief Regional Officer	or hand delivered @	Erf	1080,
Namaungu Street			
Omusati Regional Council		Omusati Regional Council,	
Private Bag 523		Head Office	
Outapi		Human Resources Office,	
		Room D-3	
		Outapi	

Enquiries: Ms. H. Shimuningeni/Ms. H. Mungandjela @ 065 251019

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SUB-DIVISION: PROFESSIONAL DEVELOPMENT

SECTION: ADVISORY SERVICES

Post Designation	:	Chief Education Officer Grade 5
1 x Post	:	Outapi, Omusati Region
Salary Scale	:	N\$ 454, 232– N\$ 543, 055
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 or 8 plus 8 years appropriate experience

Supplementary requirements: Preference will be given to candidates with an appropriate Degree on NQF Level 8 plus five (5) years appropriate experience at the position of Grade 6 level /similar or higher in the above field and confirmation letter of probation and contactable references must be attached.

DIVISION: INSPECTORATE AND HOSTELS

SUB-DIVISION: CIRCUIT OFFICES

Post Designation	:	Inspector of Education Grade 5
1 x Post	:	Otamanzi Circuit
Salary Scale	:	N\$ 454, 232 – N\$ 543, 055
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A recognized 4-year tertiary teaching qualification on NQF Level 7 plus 9 years teaching experience

Supplementary requirements: Preference will be given to candidates with teaching qualification on NQF Level 8 plus five (5) years appropriate experience at the position of Grade 6 level /similar or higher in the above field and confirmation letter of probation and contactable references must be attached

SUB-DIVISION: HUMAN RESOURCE MANAGEMENT (INDUSTRIAL RELATIONS)

POST DESIGNATION	:	Chief Human Resource Practitioner Grade 6
1 x Post	:	Outapi, Omusati Region
Salary Scale	:	N\$ 372, 627- N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Diploma on NQF Level 6 in Human Resources

Supplementary requirements: Preference will be given to candidates with an appropriate Degree on NQF Level 7 majoring in Human Resources plus five (5)

years appropriate experience at the functional level of Senior Human Resource Practitioner Grade 7/similar or higher and confirmation letter of probation/contactable references must be attached

CIRCUIT: ANAMULENGE

Post Designation : Head of Department Grade 6 (**Junior Primary MOI, Oshindonga Pre-Primary and Grade 1-3**)
1 x post : Ondeka Combined School
Salary Scale : N\$ 372, 627- N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

CIRCUIT: ANAMULENGE

Post Designation : Head of Department Grade 6 (**Junior Primary MOI, Oshindonga Pre-Primary and Grade 1-3**)
1 x post : Oshiputu Combined School
Salary Scale : N\$ 372, 627- N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

CIRCUIT: OGONGO

Post Designation : Head of Department Grade 6 (**Mathematics and Science Grade 4-9**)
1 x post : Oluteyi Combined School
Salary Scale : N\$ 372, 627- N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Supplementary requirements: Preference will be given to candidates who are qualified to teach Mathematics Grade 8-9

CIRCUIT: OKALONGO

Post Designation : Head of Department Grade 6 (**Mathematics and Science Grade 4-11**)
1 x post : John Shekudja Combined School
Salary Scale : N\$ 372, 627- N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Supplementary requirements: Preference will be given to candidates who are qualified to teach Mathematics and Science Grade 8-11

CIRCUIT: OSHIKUKU

Post Designation : Head of Department Grade 6 (**Junior Primary MOI, Oshindonga Pre-Primary and Grade 1-3**)
1 x post : Oshitutuma Combined School
Salary Scale : N\$ 372, 627- N\$ 445, 325
Housing Allowance : N\$ 17 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

CIRCUIT: OSHIKUKU

Post Designation : Head of Department Grade 6 (**Mathematics and Science Grade 4-7**)
1 x post : Nuukata Primary School
Salary Scale : N\$ 372 627- N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: EDUCATION, ARTS & CULTURE

OSHIVELO CIRCUIT

Post Designation	:	Principal Grade 5
1 x Post	:	Opawa Secondary School
Salary Scale	:	N\$ 454, 232– N\$ 543, 055
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment Requirements: A recognized 3 year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience. **OR**

An appropriate recognized 3 year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1 year teaching qualification plus 7 years teaching experience.

OSHIVELO CIRCUIT

Post Designation	:	Head of Department Grade 6
1x Post	:	St Francis Primary School
Departments	:	Mathematics and Natural Science
Subjects	:	Mathematics and Integrated Natural Science & Health Education Grade 4-7
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

ONKUMBULA CIRCUIT

Post Designation	:	Head of Department Grade 6
1x Post	:	Onkumbula Combined School
Department	:	Junior Primary
Subjects	:	Oshikwanyama as Medium of Instruction (Pre- Primary and Grade 1-3)
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum

OMUTHIYA CIRCUIT

Post Designation	:	Head of Department Grade 6
1x Post	:	Alweendo Combined School
Department	:	Languages
Subjects	:	English & Oshindonga Grade 4-11
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum

ONYUULAYE CIRCUIT

Post Designation	:	Head of Department Grade 6
1x Post	:	Hamunyela Combined School
Department	:	Junior Primary
Subjects	:	Oshindonga as Medium of Instruction (Pre- Primary and Grade 1-3)
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum

ONANKALI CIRCUIT

Post Designation	:	Head of Department Grade 6
1x Post	:	Omuntele Primary School
Departments	:	Mathematics and Natural Science
Subjects	:	Mathematics and Integrated Natural Science & : Health Education Grade 4-7
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 9 000 per annum

Appointment Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Applications must be addressed to:

The Regional Director OR Hand Delivery to: Human Resource Office
Oshikoto Education Directorate Former Ondangwa West Building
Private Bag 2028 Ondangwa
Ondangwa

ENQUIRIES : Mr. Thomas N. Elias /Ms. EM Shilumbu @0819500600

OTJOZONDJUPA REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE

CIRCUIT: GROOTFONTIEN

Post Designation	:	Principal Grade 5
1 x Post	:	Kalenga Primary School (Grootfontein)
Salary Scale	:	N\$ 454, 232 – N\$ 543, 055
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience. Or an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary requirement: Candidates must have a professional teaching qualification that would enable him/her to teach at Primary phase as per subjects offered at Kalenga Primary School.

OKAHANDJA CIRCUIT

Post Designation	:	Principal Grade 5
1x Post	:	Ekunde Primary School (Okahandja)
Salary Scale	:	N\$ 454, 232 – N\$ 543, 055
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience. Or an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary requirement: Candidates must have a professional teaching qualification that would enable him/her to teach at Primary phase.

Post Designation	:	Head of Department Grade 6
1x Post	:	Nau-Aib Primary School (Okahandja)
Department	:	Languages
Area of Specialization	:	Junior Primary (Pre-Primary – Grade 3) (English and Afrikaans)
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience OR an

appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Post Designation : Head of Department Grade 6
1x Post : Okakarara Primary School
Department : Mathematics and Natural Sciences
Area of Specialization : Mathematics and Natural Science & Health Education Grade 4-7
Salary Scale : N\$ 372, 627 – N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience OR an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

TSUMKWE CIRCUIT

Post Designation : Inspector of Education Grade 5
1 x Post : Tsumkwe (Circuit Office)
Salary Scale : N\$ 454, 232 – N\$ 543, 055
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Appointment requirements: A recognized 4-year tertiary teaching qualification on NQF Level 7 plus 9 years teaching experience.

Supplementary Requirements: Preference will be given to candidates with five (5) years or more appropriate experience at the functional level Grade 6. Applicants must possess a valid driver's license. (Proof must be attached).

Post Designation : Head of Department Grade 6
1 x Post : Omatako Primary School
Department : Mathematics and Natural Sciences
Area of Specialization : Mathematics and Natural Science & Health Education Grade 4-7
Salary Scale : N\$ 372, 627 – N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum
Remoteness Allowance : N\$ 9 000 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience OR an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: HIV AND AIDS PREVENTION

Post Designation	:	Senior Education Officer Grade 6 (RACE)
1 x Post	:	Otjiwarongo (Regional Office)
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience OR an appropriate Degree or equivalent qualification on NQF Level 8 plus 3 year appropriate experience.

Supplementary requirements: Applicants must possess a valid driver's license. (Proof must be attached).

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6
Area of Specialization	:	Junior Primary (Pre-Primary – Grade 3) MOI: English and Afrikaans
1 x Post	:	Tsumkwe (Circuit office)
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience OR an appropriate Degree or equivalent qualification on NQF Level 8 plus 3 year appropriate experience.

Supplementary requirement: Candidates must have a professional teaching qualification that would enable him/her to teach English and Afrikaans. Applicants must be able to communicate in Jul /hoansi and possess a valid driver's license. (Proof must be attached).

DIVISION: GENERAL SERVICES
SECTION: HUMAN RESOURCES

Post Designation	:	Senior Human Resource Practitioner Grade 7
2 x Posts	:	Otjiwarongo (Regional office)
Salary Scale	:	N\$ 305, 684 – N\$ 365, 322
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A National Diploma majoring in Human Resources on NQF level 6.

Supplementary requirements: Preference will be given to candidates with a Bachelor Degree in Human Resource Management on NQF level 7 with four (4) years proven appropriate experience at the level of a Human Resource Practitioner Grade 8.

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

Post Designation : Senior Administrative Officer Grade 10
1 x Post : Otjiwarongo (Regional Office)
Salary Scale : N\$ 167, 481 – N\$ 200, 878
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

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

Supplementary Requirements: Preference will be given to candidates with an appropriate qualification in Public Management/Administration, Business Administration, Procurement or Logistics and Supply Chain Management on NQF L7. In addition candidates must possess three (3) years appropriate experience of which three (3) years should be at the level of Administrative Officer Grade 12.

Applications must be addressed to:

**Human Resource Office
Otjozondjupa Regional Council
Directorate of Education, Arts & Culture
Private Bag 2618
Otjiwarongo**

Or

**Hand Delivery
Directorate of Education, Arts & Culture
Henk Willemse Street 22, Main Road, Otjiwarongo (Brown Building)
Human Resource Office
Otjiwarongo**

Enquiries: Mrs. Saima T. Kaisungu /Ms. Elvi M. Kamati Tel: 067-3082000
