

MINISTRY OF WORKS AND TRANSPORT

DEPARTMENT OF TRANSPORT DIRECTORATE TRANSPORTATION POLICY AND REGULATIONS DIVISION TRANSPORTATION REGULATIONS

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Bachelor Degree on NQF Level 7 in Commerce OR Transport and Logistic OR Transport Economics OR Economics OR Business Administration OR Public Administration OR Law plus six (6) years appropriate experience.

Key Performance Areas:

- Regulations of transport services (issuance of operator licences, permits and worthiness certificates).
 - Periodic compliance inspections to ensure overall safety in the transport sector,
 - Enforcement of standards to ensure quality service provision and safety,
 - Determination of and custodianship of approved operational standards,
 - Provide inputs on issues of concern to the Transportation Commission and other statutory bodies,
 - Advising the Deputy Executive Director (DED)/Executive Director (ED)/Minister on transport regulatory issues,
 - Represent Namibia at platforms related to transport regulation,
 - Administer and ensure implementation of transport related laws,
 - Provide advice on day to day administration of existing Acts, Regulations and Ordinances.
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DEPARTMENT OF TRANSPORT DIRECTORATE TRANSPORTATION POLICY AND REGULATIONS DIVISION TRAFFIC SAFETY SECRETARIAT

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

Minimum Requirements: An appropriate Bachelor's Degree on NQF Level 7 in Accounting or Financial Management plus six (6) years of appropriate experience.

Additional Requirements: Knowledge in Excel for accounting and pastel will be an added advantage.

Brief Overview: The job entails the performance of accounting work on a daily, weekly and monthly basis, the generation of trial balance, monthly management accounts, and drafting of the annual financial statements. The incumbent will also be expected to work closely with both the External and internal auditors, facilitate the work of the Risk Committee, manage the NRSC vehicle fleet, and will serve as head of the Finance and Administration subdivision at the Traffic Safety Secretariat.

Key Performance Areas:

- Update monthly cash flow projections,
- Preparation of management account for presentation at meetings,

- Preparation of financial statements and respond to audit queries,
- Take the leading role in the compilation of annual reports,
- Perform daily accounting work,
- Perform monthly bank reconciliations,
- Prepare payments to creditors for services rendered,
- Compile quarterly financial reports,
- Maintain proper record keeping system,
- Supervise staff under the subdivision,
- Uploads payments on Internet Banking,
- Manage company assets,
- Stands in for the Deputy Director,
- Perform any other duties.

Enquiries: Mr. E S Tendekule: +264 61 231717/Ms. P Simataa: +264 61-208 8104

**DEPARTMENT OF TRANSPORT
DIRECTORATE TRANSPORTATION POLICY AND REGULATIONS
DIVISION TRAFFIC SAFETY SECRETARIAT**

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

Minimum Requirements: An appropriate Bachelor's Degree on NQF Level 7 plus six (6) years appropriate experience.

Additional Requirement: Post-secondary school qualification ("B Degree") in Research and Statistical analyses will be an advantage.

Brief overview: The job entails the performance of research on road safety, management of road safety database and related systems, publication of the annual statistical report, project management, and stakeholder coordination; monitoring and evaluation of the effectiveness of road safety interventions. The incumbent will also be expected to work closely with research and institutions of high learning locally and outside the country including WHO, World Bank, UNCA, African Union, and the Association of Road Safety Organisations (ARSO).

Job description

- Serve as head of the Road Safety Research subdivision,
- Preparation of annual program of activities based on the current road collision reports
- Participate in the budgeting process and exercise budgetary control.
- Identification of road safety problems-based road safety data from the Road Safety Information Management System (RSIMS), E-Natis, RMS, and other databases for research purposes.
- Oversee the implementation of road safety research activities
- Monitor and evaluate road safety activities
- Guide and coordinate road safety-related research projects
- Collate, analyse, and disseminate road safety statistics and research findings
- Coordinate the sub-divisional activities and guide/ coordinate road safety research projects.
- Management of the sub-divisional activities
- Responsible for the Administration of the Road Safety Resource Centre and its contents.
- Ensure good customer care.
- Must have a driving licence older than five years and be able to travel.
- Preparation of quarterly, bi-annual and annual reports
- Participate in bi-annual, mid and end-of-term reviews

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- Any other responsibility that may be assigned by the supervisor.
- Actively participate in the sub-divisional performance management
- Attend Executive, Management Committee and National Road Safety Council meetings

Enquiries: Mr. E S Tendekule: +264 61 231717 and Ms. P Simataa: +264 61-208 8104

**DEPARTMENT OF WORKS AND TRANSPORT
DIRECTORATE MAINTENANCE, TECHNICAL AND FIXED ASSET MANAGEMENT
DIVISION: FIXED ASSET MANAGEMENT
SUBDIVISION: HOUSING
SECTION: INSPECTIONS**

Post designation	:	Senior Administrative Officer Grade 10
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Allowance	:	N\$9,000 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience **OR** A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience in land/property management. And Code B Drivers Licence

Additional Requirements: B-Degree in Land Management, Property Law Studies and relevant experience in Property Management. A code B Driver's Licence will be an added advantage.

Key Job Competencies and Skills Required:

Being the Head of the sub section Inspections, Subsection Allocations and Evacuations, he/she is responsible for inspection of all Government Houses/Flats when vacated by the tenants, and determine damages and conditions of the evacuated premises. He/She also carries out inspections on Government Houses/Flats on receipt of complaints received from a caretaker or member of public or tenants on its misuse of official accommodation or when housing rules and regulations are not adhered to, e.g. neglect, lodgers, illegal business, subletting, etc. Regular investigation of all complaints received from Civil Servants pertaining to Housing, irregularities on allocation of official housing and prepares submissions and reports (in writing) on findings.

Enquiries: Mrs. E N Hilokwah: +264 61- 208 8583 /Ms E Sheya: +264 61-208 8128

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SEUPPORT SERVICES
DIRECTORATE: CENTRALISED SUPPORT SERVICES
DIVISION: FIXED ASSET MANAGEMENT
SUBDIVISION: ASSET PROCUREMENT**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience **OR** A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience in land/property management.

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Additional Requirements: B-Degree in Land Management, Property Law Studies and relevant experience in Property Management, local authority rates and Taxes payment processing, IFMS operations. A Code B Driver's Licence will be an added advantage.

Key Job Competencies and Skills Required: Good knowledge of the functions of creating requisitions and Orders, receipts on IFMS. Reconciliation of estimations and actual payments with (EFT) electronic Fund Transfer Advances on the General Ledger (computerized commitment). To approve General Expenses forms for Municipality accounts, issues purchase orders for items purchased by the Division. To ensure proper handling of all correspondence from and to O/M/As concerning invoices, claims from Local Authorities. To handle the notifications of payments for commitments to account Sections and Financial Advisor. Good knowledge of property transactions, good communication, interpersonal and leadership skills.

Enquiries: Mrs. E N Hilokwah: +264 61- 208 8583 /Ms E Sheya: +264 61-208 8128

DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE: ADMINISTRATION
DIVISION: FINANCE
SUBDIVISION: ACCOUNTING, INCOME AND BUDGET
SECTION: BUDGETING AND CONTROL

Post Designation	:	Senior Accountant Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: An appropriate Diploma at NQF L6 majoring in Accounting plus (five) 5 years appropriate experience.

Additional Requirements:

- A B-Degree or equivalent qualification (NQF) Level 7 will serve as an added advantage.
- Experience in Ministerial Payroll, DSA, Accounts Payable, Accounts Receivable and Budget processing and knowledge of Integrated Financial Management System (IFMS) modules.
- Experience in training users on IFMS modules related matters as per the guidelines set by the Ministry of Finance, Treasury Instructions, State Finance Act, 1991 (Act 31 of 1991);
- Computer Literacy and knowledge in the application of Performance Management System (PMS).
- A valid Driver's License will serve as an added advantage.

Enquiries: Ms. JN Reynecke Tel: +264 61-208 8309/Ms. P Beukes: +264 61-2088100

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIVISION: GOVERNMENT GARAGE
SUBSECTION: WORKSHOP**

Post Designation	:	Senior Artisan Foreman Grade 8 (Auto Mechanic)
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Completed apprenticeship **OR** A Trade Diploma/Certificate Level III issued in terms of existing legislation plus approximately five (5) years appropriate experience.

Additional Requirements: A valid code CIE driver's licence. Computer literacy will be an added advantage.

Enquiries: Mr. M Ameya: +264 61- 294 6205/Ms. M Nailenge: +264 61-208 8116

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIVISION: GOVERNMENT GARAGE
SUBSECTION: WORKSHOP**

Post Designation	:	Artisan Foreman Grade 9 (Auto Mechanic)
1x Post	:	Katima Mulilo
Salary Scale	:	N\$185,920 –N\$222,994
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

Minimum requirements: Completed apprenticeship **OR** A Trade Diploma/Certificate Level III issued in terms of existing legislation plus approximately five (5) years appropriate experience.

Additional Requirements: A valid code CIE driver's licence. Computer literacy will be an added advantage.

Enquiries: Mr. M Ameya: +264 61- 294 6205/Ms. B Amukwaya: +264 61-208 8116

**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: KHOMAS**

Post designation	:	Chief Works Inspector Grade 7 (Mechanical/Electrical)
1x Post	:	Andimba Toivo ya Toivo, Regional Office, Windhoek
Salary Scale	:	N\$ 277 264 – N\$331 358 per annum
Housing allowance	:	N\$14 520 per annum
Transport Allowance	:	N\$ 8 760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus six (6) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience.

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Enquiries: Ms. B Sambu: +264 61- 2084210/Ms. J Hangula: +264 61-2088135

**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: OSHIKOTO**

Post designation : Control Works Inspector Grade 6 (Multi)
1x Post : Omuthiya
Salary Scale : N\$ 337 984 – N\$403 922 per annum
Housing allowance : N\$14 520 per annum
Transport Allowance : N\$ 8 760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus 8 years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 12 years appropriate experience.

Enquiries: Mr. F Chimwamurombe +264 811406539/Ms. H Amwiigidha: +264 61-208 8103

**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: KAVANGO –WEST**

Post designation : Control Works Inspector Grade 6
1x Post : Nkurenkuru
Salary Scale : N\$ 337 984 – N\$403 922 per annum
Housing allowance : N\$14 520 per annum
Transport Allowance : N\$ 8 760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus eight (8) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 12 years appropriate experience.

Enquiries: Mr. F Chimwamurombe +264 61 – 208 8601 /Ms. V Kakambi: +264 61-208 8125

**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: KHOMAS**

Post designation : Senior Administrative Officer Grade 10
1x Post : Windhoek (Head Office)
Salary Scale : N\$ 151 910 – N\$182 202 per annum
Housing Allowance : N\$ 11 616 per annum
Transport Allowance : N\$ 8 760 per annum

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

Enquiries: Mr. L Mwangi +264 61 – 208 8625/Ms. R N Nekwaya: +264 61-208 8107

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**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: OTJOZONDJUPA**

Post designation	:	Chief Works Inspector Grade 7 (Civil)
1x Post	:	Otjiwarongo
Salary Scale	:	N\$ 277 264 – N\$331 358 per annum
Housing allowance	:	N\$14 520 per annum
Transport Allowance	:	N\$ 8 760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus six (6) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience.

Enquiries: Mr. S Hatutale: +264 67 - 308100/Ms. P Beukes: +264 61 208 8101

Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Applications (on form 156043 and health questionnaire form 156094) obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications. Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level. Applications must be submitted to the following address:

The Executive Director

Ministry of Works and Transport
Private Bag 13341

Ausspannplatz

OR hand delivered to:

Ministry of Works and Transport
The Human Resource Office
Registry Office - Room 101
First floor
Windhoek

NB! Only shortlisted candidates will be contacted and documents will not be returned back. All supporting documents (ID's, Qualifications, and References) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents will disqualify the application.