

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DEPARTMENT: VETERANS AFFAIRS

DIVISION: GENERAL SERVICES

SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: A National Diploma or equivalent qualification majoring in Human Resources Management on NQF Level 6 plus five (5) years appropriate experience of which four (4) years should be at a level of a Human Resource Practitioner Grade 8.

Enquiries: Mr. Josia-Reesing A Halweendo, Tel: (061) 296 3083

DIRECTORATE: PLANNING AND DEVELOPMENT

DIVISION: REGIONAL COORDINATION

SECTIONS: OSHANA AND ERONGO REGION

Post designation	:	Senior Community Liaison Officer Grade 8
1 x Post	:	Oshana Region (Oshakati)
1 x Post	:	Erongo Region (Swakopmund)
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma at (NQF L6) in Adult Education and Community Development, Public Management, Business Administration or Education for development or related qualifications PLUS three (3) appropriate years of experience.

Additional Requirements: Knowledge of Local Language(s) of the particular Region, Computer literacy and a valid Driver's License (Code 08).

Enquiries: Ms. Nahenda Nangaku, Tel: (061) 296 3027 or Ms. Maria T. Mwanyekange, Tel: 296 3030

DIRECTORATE: PLANNING AND DEVELOPMENT

DIVISION: REGIONAL COORDINATION

SECTION: OTJOZONDJUPA REGION

Post designation	:	Community Liaison Officer Grade 9
1 x Post	:	Otjozondjupa Region
Salary Scale	:	N\$185,920 – N\$222,994
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma at (NQF L6) in Adult Education and Community Development, Public Management, Business Administration or Education for development or related qualifications PLUS three (3) appropriate years of experience.

Additional Requirements: Knowledge of Local Language(s) of the particular Region, Computer literacy and a valid Driver's License (Code 08).

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

Enquiries: Ms. Nahenda Nangaku, Tel: (061) 296 3027 or Ms. Maria Mwanyekange, Tel: 296 3030

Important Clauses in the submission of applications:

- Security vetting will be conducted on the first three highest scorers of each post after the oral interview.
- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment and those outside the Public Service must attach certificate of service / testimonial (s) from former and current employers in respect of work experience.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.
- Failure to complete all items on the application form for employment (latest revised) and not attaching the necessary documents will disqualify the application.
- Please take note that only shortlisted candidates will be considered and no personal documents will be returned.
- Application form for employment 156043 and Health questionnaire form 156094 (obtainable at all Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational qualifications as well as academic records and identity documents must be addressed to:

**The Executive Director
Ministry of Defence and Veterans Affairs
Private Bag 13407
Windhoek**

Or Hand delivered at:

**The Ministry of Defence and Veterans Affairs,
Erf 215, Hoanib Property One Building
Independence Avenue.**