



REPUBLIC OF NAMIBIA  
MINISTRY OF MINES AND ENERGY

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6 Aviation Road  
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WINDHOEK

## VACANCIES

The Ministry of Mines and Energy invites suitably qualified candidates to apply for the following vacant positions:

### 1. DIVISION: AUXILIARY SERVICES AND RECORDS MANAGEMENT SUBDIVISION: AUXILIARY SERVICES

**Post Designation:** CONTROL ADMINISTRATIVE OFFICER  
**GRADE 6**  
**1x Post:** Windhoek  
**Salary Scale:** N\$328 139 - 392 158  
**Benefits:** Housing Allowance: N\$13 080 p.a.  
Transport Allowance: N\$7680 p.a.

**Minimum Requirements:** National Diploma or equivalent qualification (NQF Level 6) plus 6 years appropriate experience in stock, transport, records management, and procurement of which 3 years must be at supervisory level.

**Additional requirements:**

- Computer literacy, valid driving licence code B/BE and thorough knowledge of the State Finance Act, Treasury Instructions, Stock Control Manual and Public Procurement Act and Regulations, Transport Policy, Archives Act and Public Service Staff Rules.

**Key responsibilities:**

- Coordinate the implementation of the Performance Management System within the subdivision.
- Coordinate the annual stock taking process and ensure timely submission of the report to treasury.
- Oversee fleet and records management functions.
- Compilation of various reports, budget and plans for the subdivision.
- Perform procurement management functions.
- Perform overall supervision of the subdivision.
- Perform any other duties as may be delegated by the supervisor.

### 2. DIRECTORATE PETROLEUM AFFAIRS DIVISION: REGULATIONS, COMPLIANCE AND ECONOMICS SUBDIVISION: INSPECTORATE

**Post Designation:** INSPECTOR PETROLEUM:  
OCCUPATIONAL HEALTHY &  
SAFETY GRADE 6  
**1x Post:** Windhoek  
**Salary Scale:** N\$328 139 - N\$392 158  
**Benefits:** Housing Allowance: N\$13 080 p.a.  
Transport Allowance: N\$7680 p.a.

**Minimum Requirements:** An appropriate 4-year bachelor's degree (or equivalent qualification) in Science, Health, Safety and Environment Engineering, Petroleum Engineering or Law on NQF Level 8 plus valid driving license.

**Additional Requirements:** The candidate must have good knowledge of the operations in the petroleum sector, health, safety and environmental requirements and governing legal framework.

**Note:** Staff members not in possession of a valid driver's license must obtain it within 6 months after appointment. Failure to do so will result in termination of probation in terms of PSSR B.V/9.

**Key responsibilities:**

- Enforcement of regulations on health, safety and welfare of persons, protection of property, the environment, and natural resources.
- Collect samples of petroleum or other substances from any petroleum operation for analysis.
- Inspection of any machinery or equipment used in connection with petroleum exploration and production operations.
- Assist with the administration of the petroleum legislation, agreements, licensing application review and evaluation.
- Fulfil other assignments by the Petroleum Commissioner, Head of Division and Chief Inspector.

### 3. DIVISION: REGULATIONS, COMPLIANCE AND ECONOMICS SUBDIVISION: PETROLEUM ECONOMICS

**Post Designation:** CHIEF ECONOMIST GRADE 6  
**1x Post:** Windhoek  
**Salary Scale:** N\$ 328 139 - 392 158  
**Benefits:** Housing Allowance: N\$13 080 p.a.  
Transport Allowance: N\$7680 p.a.

**Minimum Requirements:** An appropriate B. Degree or equivalent qualification on NQF Level 7 with one or more of the following major subjects: Economics, Business Economics plus 6 years appropriate experience in economics of which 3 years must be at supervisory level in petroleum/energy industry.

**Additional requirements:**

A master's degree in Economics, Business Administration, Statistics or Finance will be an added advantage.

**Key Responsibilities:**

The Chief Economist is responsible for overseeing the subdivision which is primarily responsible for the following overarching and broad functions:

- Monthly pricing of controlled Petroleum Products (petrol and diesel) and serve as a Secretary to the Ministry's Fuel Price Review Committee.
- Oversee the daily calculations of the country's Basic Fuel Price at Walvis Bay.
- Administration of Fuel Levies on Controlled Petroleum Products.
- Serve as country focal person at the SACU Interstate Oil Committee.
- Undertake Economic Viability Assessments for Retail Licensing.
- Management of Petroleum Downstream Service Contracts.
- Administration of the Performance Management System for the subdivision.
- Conduct analysis of global fuel market trends and their impacts on the Namibian economy.

### 3. DEPARTMENT OF GEOLOGICAL SURVEY DIVISION: GEOPHYSICS SECTION: TSUMEB SEISMIC STATION

**Post Designation:** CHIEF GEOTECHNICIAN GRADE 7  
**1x Post:** Tsumeb  
**Salary Scale:** N\$ 269 189- 321 707  
**Benefits:** Housing Allowance: N\$13 080 p.a.  
Transport Allowance: N\$7680 p.a.

**Minimum requirements:** An appropriate national technical diploma on

NQF Level 6 plus 6-years appropriate geotechnical experience.

**Additional Requirements:**

- A NQF level 8 degree in the Earth Sciences (Geophysics, Geology, Physics, GIS) will be a significant advantage.
- Demonstrate practical knowledge and experience in geophysical disciplines (magnetic, radiometric, electro-magnetic, hyperspectral, seismology, infrasound, radionuclide, remote sensing and gravity) and the Comprehensive Nuclear Test-Ban Treaty.
- Demonstrate practical knowledge and experience using geophysical software, image processing software of airborne geophysics and satellite imagery and demonstrate knowledge of the CTBTO verification technologies.

**Key responsibilities:**

- Assist in planning and preparation of geophysical surveys.
- Independently conduct and manage geophysical and geotechnical surveys.
- Provide specialised theoretical and practical advice on (geophysical monitoring) equipment.
- Manage, calibrate and repair (geophysical monitoring) equipment.
- Ensure sound data management, quality control, quality assurance and data authentication.
- Operate, monitor, manage and repair monitoring equipment of the International Monitoring System (IMS) and CTBTO related equipment.
- Manage and troubleshoot communication, data servers and monitoring equipment (GCI III, NDC, neutron monitor, auxiliary seismic).
- Service and maintain regional seismological stations.
- Prepare and submit monthly IMS reports and ensure they reflect accurate IMS activities undertaken.
- Conduct routine maintenance and visual inspections of IMS sites and infrasound equipment.
- Conduct operational budget reviews and plan budget expenditure.
- Operate geomagnetic observatory equipment.
- Generate and maintain monthly national data centre reports on CTBT verification.
- Take initiative, conduct research, work independently and in a team environment.
- Provide guidance, supervise and train junior geotechnical staff.

### 4. DIRECTORATE OF DIAMOND AFFAIRS DIVISION: REGIONAL INSPECTION SERVICES SUBDIVISION: LÜDERITZ

**Post Designation:** SENIOR DIAMOND INSPECTOR GRADE 9  
**1x Post:** Lüderitz  
**Salary Scale:** N\$ 180 505 – 216 499  
**Benefits:** Housing Allowance: N\$10 464 p.a.  
Transport Allowance: N\$7680 p.a.

**Minimum Requirements:** Grade 12 with 25 points in 6 subjects or equivalent Certificate on NQF L3 Plus 3 years appropriate experience.

**Additional requirements:**

- Relevant National Diploma on NQF L6
- Should have vast knowledge and understanding of the diamond industry, policies, regulations governing the diamond industry.
- Valid driver's licence code B/BE (3 years driving experience).
- Certificate in Process Appreciation for Diamond Inspectors.
- Rough Diamond Evaluation (Diamond Identification).
- Certificate or Course taken in Law will be an added advantage.

**Key Responsibilities:**

- Assist with overseeing of all daily activities taking place in the diamond industry.
- Escort of production/attend diamond sorting/consignment reconciliation.
- Review surveillance footage of diamond recovery processes and propose amendments where needed.
- Review EPL/ML holders registers to ensure compliance with the Act.
- Check validity of documentation of persons transporting/being in possession of diamonds/removing of rough diamonds.
- Check that all DRV's are properly registered in terms of the Diamond Act.
- Ensure the prompt reporting of irregularities or breaches to the CDI.
- Patrols/inspections/surprise visits to concession holders.
- To take charge or lead important inspections with Diamond Inspectors and report back to the CDI.
- Inspection/review of surveillance equipment on board mining vessels and mining plants and make recommendations to CDI.
- Assist with the compilation of quarterly reports and submissions to CDI.
- Assist with the monthly reconciliation reports of diamond production figures of local producers/EPL holders.
- Assist with implementing of Security Plans of all MLEPL holders.
- Take up supervisory role in delegated activities (operations/ administrative/selective managerial).

Applications must be Namibian citizens and/or public servants. Applications (New Government employment application form (156043) obtainable at all Government Offices or on the website) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications including Academic Records must be submitted to:

The Executive Director  
Ministry of Mines and Energy  
Private Bag 13297  
Windhoek

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

NB: Kindly note that all foreign qualifications should be evaluated by the Namibian Qualifications Authority (NQA). All Public Servants should forward the applications via their respective Human Resources Department and ensure that a copy of the confirmation of probation in their current positions are attached. Failure to complete all items on the application form for employment and not attaching the necessary documents, will result in immediate disqualification.

Closing Date: 25 October 2021

Enquiries: Human Resources Division:  
Mr. Martin K. Masake/ Ms. Paulina Angala  
Telephone: 061-284 8111

Only candidates who meet the requirements will be contacted.

23/09/2021