



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

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6 Aviation Road
Private Bag 13297
WINDHOEK

VACANCY

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

1. **DIRECTORATE: PETROLEUM AFFAIRS**
DIVISION: REGULATIONS, COMPLIANCE AND ECONOMICS

POST DESIGNATION: INSPECTOR PETROLEUM: OCCUPATIONAL HEALTH & SAFETY GRADE 6

1x Post: WalvisBay

Salary Scale: N\$337 984-403 922

Benefits: Housing Allowance: N\$ 14 520 p.a
Transport Allowance: N\$ 8 760 p.a

Minimum Requirements: An appropriate 4-year Bachelor of Science degree or Bachelor of Mechanical Engineering. Plus, a valid driver's license. A Petroleum Engineering degree NQF Level 8 will be an added advantage.

Key Responsibilities:

- Monitor and Evaluate Operator's compliance with Safety, Health, Environment and Quality (SHEQ) procedures, and benchmark the industry's best practices.
- Monitor and Evaluate Operator's compliance against specified processes operating conditions and philosophy.
- Provide technical and process improvement support.
- Ensure maintenance and reliability compliance.
- Process efficiency, planning and reporting (weekly, monthly, quarterly, and annually).
- Provides simulation and assessment on prospect vessels pre-discharge.
- Enforcement of regulations on health, safety and welfare of persons, protection of property, the environment, and natural resources.
- Collect samples of petroleum products or other substances from any petroleum operation for analysis.
- Inspection of any machinery or equipment used in connection with petroleum operations.
- Produce petroleum accounting reports (Import, exports, bunkering, re-branding, inventory on hand, derived from a petroleum accounting system to the National Energy Fund).
- Execute any other duties assigned by the Manager: National Energy Fund, and Chief Inspector.

2. **DIRECTORATE: ADMINISTRATION SERVICES**
DIVISION: HUMAN RESOURCE AND FINANCE MANAGEMENT
SUBDIVISION: HUMAN RESOURCE MANAGEMENT

POST DESIGNATION: SENIOR HUMAN RESOURCE PRACTITIONER GRADE 7

1x Post : Windhoek

Salary Scale: N\$277 264-331 358

Benefits: Housing Allowance: N\$ 14 520 p.a
Transport Allowance: N\$ 8 760 p.a

Minimum requirements: A National Diploma majoring in Human Resources on NQF L7 with four (4) years' experience in Human Resource Administration, Performance Management System, Industrial Relations, and compilation of Affirmative Action Reports.

Key performance areas:

- Supervision of staff members, which includes, organizing, controlling, utilizing, verifying, distributing, allocation, and co-ordination of their work.
- Conduct recruitment and selection process.
- Prepare submissions on HRM related matters.
- Advise staff members on HR policies and procedures.
- Ensure that all staff movements (appointments, transfers, promotions, demotions, discharges, etc.) are properly recorded and the relevant information transmitted to the office of the Prime Minister for registration.
- Prepare various HR datas and reports e.g., Wage bill, Affirmative Action, Monthly Reports etc.
- Train, coach, and mentor junior staff members.
- Responsible for identifying training needs of Human Resources Practitioners.
- Handle grievances, representations, and misconduct.
- Implement performance management system and conduct performance reviews.
- Serve as secretariat and/or committee member as the need arises.
- Compile circulars on personnel matters; and
- Execute any other duties assigned by the Deputy Director/Chief HR Practitioner or any other authorised person.

Please note: Applicants must be Namibian citizens. Only shortlisted candidates will be contacted, and no personal documents will be returned. **Interested applicants must complete the Public Service Government Employment Application form (156043) and Health Questionnaire form (156094) obtainable at all Government Offices or on the website together with a comprehensive Curriculum Vitae (CV),** and original certified copies of ID, educational qualifications, including **Academic Records** and other relevant documents. Public Service employees must attach proof of confirmation of probation. Applicants not complying with the above requirements will be disqualified. Only candidates who meet the requirements will be contacted.

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.**

Enquiries: Human Resources Subdivision:
Telephone: 061-284 8111

Closing Date: 05 December 2022

All applications must be forwarded to:

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

OR

Hand delivered at the Ministry of Mines and Energy, 6 Aviation Road, Windhoek.


2022-11-02
2022. 11. 02
SIMEON N. NEGUMBO
EXECUTIVE DIRECTOR
Private Bag 13297
Windhoek

