

POSITION 4.

**DIRECTORATE ADMINISTRATIVE SERVICES
DIVISION AUXILIARY SERVICES AND RECORDS
MANAGEMENT: SECTION ASSET MANAGEMENT**

Post Designation: **ADMINISTRATIVE OFFICER GRADE 12**
2x Posts: Windhoek
Salary Scale: N\$99 633-119 501
Benefits: Housing Allowance: N\$10464. p.a
Transport Allowance: N\$7 680 p.a



Minimum Requirements: Grade 12 Certificate (NQF L3) with minimum of 20 points over 5 subjects including a minimum E symbol in English).

Additional Requirements: Computer literacy with sound knowledge on Microsoft Word and Excel will serve as an advantage.

Key Responsibilities:

- Assist with the administrative functions of the Procurement Management Unit (PMU);
- Provide customer care service to Suppliers and Project Managers;
- Follow up on outstanding Purchase Orders (PO) on the Encumbrance Report;
- Perform any other duties as may be delegated.

POSITION 5.

**DIRECTORATE ADMINISTRATIVE SERVICES
DIVISION: AUXILIARY SERVICES AND RECORDS
MANAGEMENT: SECTION ASSET MANAGEMENT**

▪ Post Designation: **ADMINISTRATIVE OFFICER GRADE 12**
▪ 2x Posts: Windhoek
▪ **Salary Scale:** N\$99 633-119 501
▪ **Benefits:** Housing Allowance: N\$10 464. p.a
Transport Allowance: N\$7 680 p.a

▪ **Minimum Requirements:** Grade 12 Certificate (NQF L3) with minimum of 20 points over 5 subjects including a minimum E symbol in English).

▪ **Additional Requirements:** Computer literacy with sound knowledge on Microsoft Word and Excel will serve as an advantage.

Key Responsibilities:

- Ensure the day-to-day operation of the revenue office;
- Provide customer service to internal and external clients;
- Execute any other duties assigned by the Supervisor or any other authorized person.

Enquiries:

Ms. Paulina Angala and Ms. Rebeka Naboth (Tel: 2848111)

NB: Kindly note that all foreign qualifications should be evaluated by the Namibian Qualification Authority (NQA). All Public Servants should forward their applications via their respective Human Resources Departments.

Completed Public Service of Namibia Applications (on form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to:

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

OR

Hand delivered:
Ministry of Mines and Energy
4TH Floor

Closing Date: 06 April 2020

Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful candidates.

