



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 suitable qualified candidates to apply for the following vacant positions:

#### 1. DIRECTORATE: ENERGY DIVISION: ELECTRICITY

**Post Designation:** ENGINEER GRADE 6  
**1 X Post:** Windhoek  
**Salary Scale:** N\$328 139 – 392 158  
**Benefits:** Housing Allowance: N\$13 080 p.a  
Transport Allowance: N\$7 680 p.a

**Minimum Requirement:** A bachelor's degree in Electrical Engineering, or Energy related qualification on (NQA level 7) plus 3 (three) years appropriate experience in the Electricity Sector (Generation and Distribution). The applicant must be registered as a Professional Engineer/ Incorporated Engineer with the Engineering Council of Namibia.

#### **Additional Requirements:**

- A post-graduate qualification on NQF Level 9 will be an added advantage;
- Experience in conducting electricity/energy research and data management;
- Must have good ICT Skills;
- Excellent communication skills (both verbal and writing); and
- Project management skills.

#### **Key Responsibilities:**

- The applicant will be responsible for the coordination, execution, monitoring, reporting of all electrification projects countrywide;
- Assist with generation planning and execution of generation projects;
- Drive the National Electrification Policy implementation;

- Provide administrative, financial, and other related support services to the Energy Directorate;
- Assist with the definition, planning and execution of rural and peri-urban electrification projects;
- Drive the attainment of the electrification target as set out in NDP5 and Harambee Prosperity Plan II;
- Develop and drive the electricity distribution sector stakeholder engagement plan and stakeholder satisfaction survey tool; and other;
- Data collection and information dissemination (including report writing);
- Assessing existing data sources and developing a framework for improving and adding data sources that can support the required statistics and information, including identification of stakeholders who have or can collect such data;
- Assist with organisational planning; and
- Overseeing the overall management and administration of the Electricity division.

## **2. DIRECTORATE PETROLEUM AFFAIRS**

### **DIVISION: REGULATIONS COMPLIANCE AND ECONOMICS**

**Post Designation:**      **INSPECTOR: OCCUPATIONAL HEALTH & SAFETY GRADE 6**  
**1x Post :**                      **Windhoek**  
**Salary Scale:**              N\$328 139 – 392 158  
**Benefits:**                      Housing Allowance: N\$13 080 p.a  
    Transport Allowance: N\$7 680 p.a

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

#### **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.

**Post Designation:**      **CHIEF ECONOMIST GRADE 6 (RE-ADVERTISED)**  
**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, Accountancy or Cost Accounting plus 6 years appropriate experience in any of the above field of studies.

**Additional requirements:**

A Master's degree in Economics, Business Administration, Statistics or Finance will be an added advantage. Applicants should have experience of the Namibian fuel pricing mechanism and knowledge of the petroleum industry and its stakeholders, policies, and laws. Applicants must have management and data analytical experience with reporting obligations. He/she should possess excellent planning, organizational, oral and written communication skills.

**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;
- Overseeing the daily calculations of the country's Basic Fuel Price at Walvis Bay;
- Administration of Fuel Levies on Controlled Petroleum Products;
- Serve as a country's 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.

**Note:** Applicants who are employed as Economist Grade 8 and meet the requirements are allowed to apply.

<b>Post Designation:</b>	<b>ECONOMIST GRADE 8</b>
<b>1 X Post:</b>	<b>Windhoek</b>
<b>Salary Scale:</b>	N\$ 220 828 – 263 911
<b>Benefits:</b>	Housing Allowance: N\$ 13 080 p.a Transport Allowance: N\$ 7 680 p.a

**Minimum requirements:** An appropriate B. Degree or equivalent qualification on NQF L7 with one or more of the following major subjects: Economics, Business Economics, Accountancy or Cost Accounting.

**Key Responsibilities:**

- Overseeing the daily calculations of the country's Basic Fuel Price;
- Management of Petroleum Downstream Service Contracts;

- Ensure monthly pricing of controlled petroleum products and serve as Secretary to the Ministry's Fuel Price Review Committee;
- Administration of fuel levies on controlled products;
- Economic viability assessment for retail licensing;
- Serve as the country's focal person at the SACU Interstate Oil Committee;
- Administration of the Performance Management System for the subdivision.

### **3. DEPARTMENT DIAMOND AFFAIRS**

#### **DIVISION: REGIONAL INSPECTION SERVICES**

**Post Designation: SENIOR DIAMOND INSPECTOR GRADE 9**

**1 X Post: Oranjemund**

**Salary Scale: N\$ 180 505 – 216 499**

**Benefits:** Housing Allowance: N\$ 10 464 p.a  
Transport Allowance: N\$ 7 680 p.a

**Minimum requirements:** A Grade 12 with 25 points in 6 subjects or equivalent Certificate on NQF L3 Plus 3 years appropriate experience in diamond sector value chain (upstream, midstream and downstream)

**Note:** The applicant must provide Police Conduct Certificate indicating that she/he has no criminal record.

#### **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 in policing will be an added advantage.

#### **Key Responsibilities**

- Assist with overseeing daily activities taking place in the diamond industry;
- To take charge or lead important inspections with Diamond Inspectors and report back to the Chief Diamond Inspectors for management decision;
- Monitoring and observation of activities on board the Diamond Mining Vessels to ensure compliance;
- Assist with the monthly reconciliation reports of diamond production figures of local producers/EPL holders;
- Inspection of surveillance equipment on board the mining vessels and mining plants and make recommendations to Chief Diamond Inspectors;
- Review the security system of the diamond value chain and recommend appropriate corrective measures.

**Post Designation:**       **DIAMOND INSPECTOR GRADE 10**  
**1x Post**       :       **Oranjemund**  
**Salary Scale:**       N\$147 485 – 176 895  
**Benefits:**       Housing Allowance: N\$10 464 p.a  
                          Transport Allowance: N\$7 680 p.a

**Minimum Requirements:** A Grade 12 Certificate (NQF Level 3) with a minimum of 20 points in 5 subjects including a minimum E symbol in English.

**Note:** The applicant must provide Police Conduct Certificate indicating that she/he has no criminal record.

**Additional Requirements:**

- Computer literate
- English proficiency
- Course taken in Law/investigation will be an added advantage.

**Key Responsibilities:**

- Familiarization with producer, prospector and Diamond Act License security plans approved by the Minister, and with relevant provisions of the Diamond Act and subsidiary regulations;
- Conducting frequent announced and unannounced visits to producer, prospector and licensee premises and facilities (including mining and prospecting vessels) for brief or sustained periods to observe operations and the compliance thereof with applicable law and security plans;
- Reviewing producer, prospector and licensee diamond registers and reconciling those registers through inspection of other records and rough diamonds on the premises;
- Checking the documentation of persons transporting or removing rough diamonds from a restricted area or from licensee premises to ensure that such transport or removals are authorized and properly documented;
- Checking the possession and validity of individual permits to handle rough diamonds or to be in a restricted area and the compliance of persons holding such permits with the terms and conditions thereof;
- Reviewing parcels of polished diamonds destined for export to ensure that they contain polished rather than rough diamonds;
- Checking that all vessels engaged in diamond mining or prospecting are properly registered in terms of the Diamond Act;
- Reporting promptly to the Diamond Control Officer any irregularities or breaches observed in the course of the foregoing activities;
- Liaising with producer, prospector or licensee security officers to observe and enhance the efficacy of their operations.

#### **4. DEPARTMENT GEOLOGICAL SURVEY DIVISION: GEOPHYSICS**

**Post Designation:** CHIEF GEOTECHNICIAN GRADE 7 (RE-ADVERTISED)  
**1x Post:** Tsumeb  
**Salary Scale:** N\$269 189 – 321 707  
**Benefits:** Housing Allowance: N\$13 080.00 p.a  
Transport Allowance: N\$7 680.00 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)
- Demonstrate practical knowledge and experience using geophysical software, image processing software of airborne geophysics and satellite imagery

#### **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.

## **DIVISION: REGIONAL GEOSCIENCE**

**Post Designation:**     **CARTOGRAPHER GRADE 9**  
**1x Post:**                 **Windhoek**  
**Salary Scale:**         N\$180 505 – 216 499  
**Benefits:**             Housing Allowance: N\$10 464.00 p.a  
                                   Transport Allowance: N\$7 680.00 p.a

**Minimum Requirements:** An appropriate recognized National Diploma (NQF L6) in Cartography, Geographic Information Systems or Geo-information Technology or Geo-spatial information science in Geology.

**Additional Requirements:** Ability to adapt different map-making techniques for different end users. Applicant should further be Knowledgeable on a wide range of computerized cartography-related software and highly conversant in ARCGIS. Knowledge of GIS web mapping will serve as an added advantage.

### **Key Responsibilities:**

- Produce, modify and update accurate geological maps and or charts, employing cutting-edge techniques;
- Create, records, and/or digitally extract geospatial or statistical data from a variety of sources, and perform spatial analysis on the data;
- Research, develop & design innovative cartographic techniques to meet user specific needs in the production, visualization, and geospatial outputs within a geoscience environment;
- Edit, revise, update, and/or correct data, maps, or illustrations;
- Ensure the use of GIS topological rules to develop, maintain, manipulate, and facilitate validation of geospatial database content using industry standard quality control tool;
- Collect, compile and manipulate geographic data, design, and preparation of geological maps (and related cartographic material) in graphic or digital form;
- Define quality standards and annotation to indicate quality of data used during map production;
- Routinely access and employ the usage of aerial photographs and satellite images during map production
- Supervise technical assistant;
- Display analytical ability and problem-solving skills; and
- Demonstrated good oral and written communication skills.

## 5. DIRECTORATE ADMINISTRATION SERVICES

### DIVISION: AUXILIARY SERVICES AND RECORDS MANAGEMENT

**Post Designation:** CHIEF ADMINISTRATIVE OFFICER GRADE 8

**1x Post:** Windhoek

**Salary Scale:** N\$220 828 – 263 911

**Benefits:** Housing Allowance: N\$13 080.00 p.a  
Transport Allowance: N\$7 680.00 p.a

**Minimum Requirements:** An appropriate National Diploma in Public Management / Business Administration/ Office Administration/ Logistics and Supply Chain Management or equivalent qualification on NQF Level 6, plus five (5) years appropriate experience of which three (3) years should be at the level of Senior Administrative Officer. Candidate should have served for three (3) years as a member of the Procurement Management Unit (PMU).

**Additional requirements:** Candidate must be in possession of a valid driver's license. Candidate should have knowledge of the Public Procurement Act, 2015 (Act 15 of 2015)

#### **Key Responsibilities:**

- Oversee and coordinate timely implementation of the resolution of the Procurement Committee;
- Oversee the preparation of bidding documents in respect of acquisition of goods and services through the Procurement Committee;
- Responsible for handling of procurement quarterly reports and audit reports
- Coordinate procurement activities;
- Responsible for supervision and delegation of responsibilities to the subordinates;
- Assist the Head of PMU in drafting reports and routine correspondence related to procurement;
- Undertake any other duties as assigned by the supervisor.

**Post Designation:** SENIOR ADMINISTRATIVE OFFICER GRADE 10

**1x Post:** Windhoek

**Salary Scale:** N\$147 485 – 176 895

**Benefits:** Housing Allowance: N\$10 464.00 p.a  
Transport Allowance: N\$7 680.00 p.a

**Minimum Requirements:** An appropriate National Diploma in Public Management / Business Administration/ Office Administration/ Logistics and Supply Chain Management or equivalent qualification (NQF L6) plus 1-year appropriate experience **OR** A Grade 12 Certificate (NQF L3) plus 3 years appropriate experience.



**Additional Requirements:** Preference will be given to candidates that are currently serving or have served in the Procurement Management Unit (PMU) over 12 months.

**Key Responsibilities:**

- Responsible for the supervision and delegation of responsibilities within the Procurement Management Unit (PMU);
- Responsible for preparation of bidding documents in respect of acquisition of goods and services through the Procurement Committee;
- Assist the Chief Administrative Officer in drafting reports and routine correspondences related to procurement;
- Undertake any other duties as assigned by the supervisor.

**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 13<sup>th</sup> 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: All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority (NQA). Fully completed applications must be on Form 156043 & 156094. Only candidates who meet the prescribed minimum qualification requirement will be considered for possible shortlisting and failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority. Fully completed applications must be on Form 156043 & 156094.**

**Closing Date: 08 August 2022**

**Enquiries: Human Resources Division  
Telephone: 061-284 8111**