



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

VACANCIES

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

DIRECTORATE PETROLEUM AFFAIRS

1XPOST:	Director Grade 3
Duty Station:	Windhoek
Salary Scale:	N\$512 809-544 196
Motor Vehicle Allowance:	N\$114 475 P/A
Housing Allowance:	N\$81 558 P/A

Minimum Requirement: A relevant Bachelor degree in either Petroleum Geology, Petroleum Engineering, Oil and Gas Chemistry, Geoscience, Geology, Law or related science qualification on NQF level 8, plus (9) years appropriate working experience of which approximate three years must be at a Management level.

Additional Requirements:

- A post-graduate qualification on NQF Level 9 will be an added advantage;
- Knowledge on policies and legal framework governing the Petroleum Industry.
- Effective supervision and excellent communication skills.

Key Responsibilities: The Director is responsible for planning, organizing, directing and controlling allocated resources to purposefully carry out the objectives of the Directorate. Takes responsibility to build, lead manage and motivate a dynamic team to maximize productivity. Regularly assess and evaluate the implementation of internal policies and practices. Ensuring that specific, measurable individual/team Performance Agreements are set. Provides specialized advice on petroleum sector and petroleum investment to the Government.

**DIVISION RENEWABLE ENERGY
SUBDIVISION: RENEWABLE ENERGY
RESOURCES DEVELOPMENT**

Post Designation: Chief Energy Researcher Grade 5
1x Post: Windhoek
Scale of Salary: N\$400 001-478 220
Housing Allowance: N\$13 080 P/A
Transport Allowance: N\$7 680 P/A

Minimum Requirements: A relevant 4- year BSc degree in Energy related field (or equivalent qualification) on NQA Level 7, plus approximately 8 years appropriate experience in the Electricity/Energy sector of which 2 years must be at supervisory level.

Additional Requirement: Preference will be given to candidates with relevant experience in the field of energy such as electricity, renewable energy, and energy efficiency and in climate change matters. The candidate are required to have practical knowledge in energy data collection, project planning and implementation, greenhouse gas inventory compilation and reporting. Knowledge in the policymaking and performance management processes. Experience in identifying, engaging and working with key partners to promote renewable energy and energy efficiency. Candidates should be computer literate. The post requires extended period of fieldwork and applicants are therefore required to have a valid driving licence.

**SUBDIVISION: RENEWABLE ENERGY
RESOURCES DEVELOPMENT**

Post Designation: Energy Researcher Grade 8
1x Post: Windhoek
Scale of Salary: N\$220 828-263 911
Housing Allowance: N\$13 080 P/A
Transport Allowance: N\$7 680 P/A

Minimum Requirements: A relevant 4- year BSc degree in Energy related field (or equivalent qualification) on NQA Level 7.

Additional Requirements: Preference will be given to candidates with relevant experience in the field of energy such as electricity, renewable energy and energy efficiency. The candidates are required to have practical knowledge in energy data collection, project planning and implementation and economic analysis. Candidates should be computer literate. The post requires extended period of field work and applicants are therefore required to have a valid driving licence.

DEPARTMENT DIAMOND AFFAIRS

Division: Inspection Services

Post Designation: Deputy Director Grade 4
1x Post: Windhoek
Scale of Salary: N\$478 220-502 753
Housing Benefits: N\$68 188 P/A
Motor (Vehicle) Allow: N\$102 701 P/A

Minimum Requirements: A relevant B Degree in Mining Engineering, Metallurgy, Law or any Minerals related qualifications (or equivalent qualification) plus approximately 9 years appropriate experience in Mining industry of which 3 years must be at Supervisory level.

Additional Requirements: Experience within the Diamond industry and legal/monitoring experience.

Duties:

- Supervise, direct and facilitate the work of Diamond Inspectors;
- Assist the Diamond Commissioner with the supervision of Government Diamond Valuers;
- Assist the Diamond Commissioner to ensure Namibia's compliance with the Kimberly Process International Certification Scheme for the import and export of rough Diamonds;
- Ensure compliance with the Diamond Act and other relevant laws;
- Provide inputs to the Directorate's internal budgeting process, and ensure regional offices adhere to budget targets;
- Perform all other duties and functions as may be delegated to her/him by the Director as well as by the Diamond Commissioner.

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

The Permanent Secretary
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. ***Racially 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.

Closing Date: 24 February 2019

Enquiries: Human Resources Division: Ms. Martha Kavijene / Ms. Paulina Angala
Telephone: 061-284 8111

Only candidates who meet the requirements will be contacted.