



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:

DIRECTORATE	:	ADMINISTRATION SERVICES
Post Designation	:	DIRECTOR GRADE 3
1x Post	:	Windhoek
Salary Scale	:	N\$ 528 193 – 560 522
Motor Vehicle Allowance	:	N\$ 114 475 p.a
Housing benefit	:	N\$ 81 558 p.a

Minimum requirements: An appropriate Bachelor's Degree at NQF Level 7 (or equivalent qualification) in Human Resources, Finance/Commerce, Business Administration/Management, and Public Administration/Management plus 9 years appropriate experience. The candidate must be at the level of Deputy Director Grade 4 or management level if coming from outside the Public Service, with five (5) years proven experience and must have a valid driving licence.

Competencies required:

- Strategic and analytical thinking, planning, leading, interpersonal skills, computer literacy, communication, negotiation, management and presentation skills.
- Sound knowledge of government accounting system, public administration, financial management and project management;
- Ability to lead, motivate and develop individuals;
- Ability to work under pressure and manage diversity; and
- Solid writing, communication and presentation skills.

Key responsibilities:

- Assist the Executive Director in performing his/her core functions,
- Lead, manage direct and coordinate the functions and activities of the directorate;
- Coordinate and drive the Strategic and Annual Plan and the PMS for the Directorate of Administration Services and oversee its implementation;
- Monitor and control the budget process of the Ministry;
- Responsible for advising and managing the implementation of National Policy on Human Resources, Financial and Administrative matters as well as capacity building;
- Ensure compliance with relevant Acts, regulations and the prescribed staff and finance rules and standards;
- Coordinate and liaise with stakeholders on personnel and financial matters;

- Provide guidance and interpret the provisions of all applicable laws, policies and Staff Rules;
- Promote good governance by developing standards and operational procedures (SOPs);
- Liaise with the Office of the Attorney General on legal matters; and
- Carry out any other duties as may be lawfully assigned by the Supervisor.

DIVISION : **AUXILIARY SERVICES AND RECORDS MANAGEMENT**
SECTION : **FLEET MANAGEMENT**
Post Designation : **SENIOR ADMINISTRATIVE OFFICER GRADE 10**
1x Post : **Windhoek**
Salary Scale : N\$151 910 – 182 202
Benefits : Housing Allowance: N\$11 616.00 p.a
 Transport Allowance: N\$ 8 760.00 p.a

Minimum Requirements: An appropriate National Diploma in Public Management /Business Administration/Office Administration/Logistics and Supply Chain Management or equivalent qualification (NQF Level 6) plus 1 year appropriate experience **OR** a Grade 12 Certificate (NQF L3), plus 3 years appropriate experience.

Additional Requirements: Candidate must have a valid Driving Licence older than two (2) years.

Key Responsibilities: The incumbent of this position will be responsible for the following functions:

- Supervise and oversee fleet management;
- Implement and maintain the transport policy;
- Arrange maintenance, services, and repair of vehicles;
- Analyze Blue fuel report and fuel vouchers. (Analyze bank fleet management reports);
- Ensure monthly vehicle reports are compiled and completed;
- Carry out scheduled and unscheduled physical inspection of vehicles;
- Arrange and serve on the Transport Committee (fleet management committee) meetings and other relevant committees;
- Prepare submissions for the disposal of vehicles, tyres, batteries, etc. in accordance with the Treasury Instruction;
- Initiate the procurement of goods, works and services of the Section; and
- Carry out any other duties as may be lawfully assigned by the Supervisor.

DIRECTORATE : **ENERGY FUNDS**
Post Designation : **DIRECTOR GRADE 3**
1x Post : **Windhoek**
Salary Scale : N\$ 528 193 – 560 522
 Motor Vehicle Allowance : N\$ 114 475 p.a
 Housing benefit : N\$ 81 558 p.a

Minimum Requirements: An appropriate Bachelor's Degree at NQF Level 7 (or equivalent qualification) in Business Administration, Economics, Cost Accounting, Commerce/Finance, plus 9 years appropriate experience in Energy related field. The candidate must be at a supervisory level of a Deputy Director Grade 4 or equivalent level if coming from outside the Public Service, with five (5) years proven experience with emphasis on leadership and management competencies, namely: direction, results driven, managing people and organizational transformation, and must have a valid driving licence.

Competencies required:

- Strategic and analytical thinking, planning, leading, interpersonal skills, computer literacy, communication, negotiation, management and presentation skills;
- Sound knowledge of government accounting system, public administration, financial management and project management;
- Ability to lead, motivate and develop individuals;
- Ability to work under pressure and manage diversity; and
- Solid writing, communication and presentation skills.

Key Responsibilities:

- The applicant must have experience in Energy/petroleum related sector with a proven track record;
- Overseeing the overall management and administration of the fund's activities;
- Develop the Directorate's Strategic Plans that fulfil the Ministry's aims and objectives;
- Manage and monitor Directorate's performance to ensure progress and strategic objectives are achieved;
- Monitor and evaluate the implementation of the Directorate's budget;
- Oversee the preparation of the annual budget for the National Energy Fund and the Solar Revolving Fund;
- Manage and ensure the Directorate's activities are in accordance with the relevant laws and regulations;
- Develop and implement internal policies and procedures for the Directorate;
- Provide specialised advices on Petroleum Sector and petroleum investment to the Government;
- Perform strategic tasks as required or delegated by the Executive Director; and
- Proven ability to provide financial, corporate and management advice and pursue strategic objectives through defined programs and projects.

DIRECTORATE	:	ENERGY
DIVISION	:	ELECTRICITY
Post Designation	:	CHIEF ENGINEER GRADE 5
1 X Post	:	Windhoek
Salary Scale	:	N\$ 412 001 – 492 567
Benefits	:	Housing Allowance: N\$ 14 520 p.a Transport Allowance: N\$ 8 760 p.a

Minimum Requirements: An appropriate Bachelor's Degree in Electrical Engineering, or Energy related qualification on (NQF Level 7) plus 6 (six) years appropriate experience in the Electricity Sector (Generation and Distribution) of which 5 years must be at a supervisory level.

Note: The applicants must be registered as a Professional Engineer/Incorporated Engineering with the Engineering Council of Namibia and proof of registration should accompany the application.

Additional Requirements:

- Experience in conducting electricity/energy research and data management;
- Must have good ICT skills;
- Excellent communication skills (both verbal and writing);
- Project management skills; and
- Must be in possession of a valid driver's license older than 2 years.

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 planning and execution of rural and peri-urban electrification projects;
- Drive the attainment of the electrification target as set out in NDP's and Harambee Prosperity Plans;
- Develop and drive the electricity distribution sector stakeholder engagement plan and stakeholder satisfaction survey tool; and other;
- 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.

POST DESIGNATION :	ENERGY RESEARCHER GRADE 8
DIVISION :	RENEWABLE ENERGY
1 X Post :	Windhoek
Salary Scale :	N\$227 453 – 271 828
Benefits :	Housing Allowance: N\$ 14 520 p.a Transport Allowance: N\$8 760 p.a

Minimum Requirements: A relevant 4 year Bachelor of Science Degree in Energy related field (or equivalent qualification on NQF L7).


Additional Requirements:

- An appropriate 3 years' experience in the Electricity/Energy sector.
- Candidate must have a valid Driving Licence older than two (2) years.
- Candidates must have practical knowledge in energy data collection, project planning, implementation and economic analysis; and
- Candidate should be computer literate.

Note: The position requires extended period of fieldwork and candidates must be prepared to work in the field.

Key responsibilities:

- Engage with investors in business opportunities in renewable energy development in the country;
- Encourage and promote the use of renewable/ sustainable energy resources within the country;
- Represent the division/directorate on various technical committees related to RE and EE issues;
- Support the directorate on Green Hydrogen projects.
- Implementation and monitoring (carrying out site inspections and renewable energy surveys) of rural electrification of public institutions with renewable energy solutions projects;
- Provide technical and practical advice and offering training on renewable energy and energy efficiency, and



- Facilitating environmental clearance certificates for renewable energy projects as provided for under the Environmental Management Regulations.

DEPARTMENT : **GEOLOGICAL SURVEY**
DIRECTORATE : **MAPPING AND GEO-INFORMATION**
DIVISION : **GEOPHYSICS**
Post Designation : **CHIEF GEOTECHNICIAN GRADE 7 (RE-ADVERTISEMENT)**
1x Post : **TSUMEB**
Salary Scale : N\$277 264 – 331 358
Benefits : Housing Allowance: N\$14 520.00 p.a
Transport Allowance: N\$ 8 760.00 p.a

Minimum requirements: An appropriate National Technical Diploma on NQF Level 6, plus 6 years appropriate geotechnical experience.

Note: Applicants who are employed as Geotechnician Grade 9 and meet the advertisement requirements can apply.

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;
- Provide guidance, supervise, and train junior geotechnical staff.
- Take initiative, conduct research, work independently and in a team environment; and
- Provide guidance, supervise, and train junior geotechnical staff.

DIRECTORATE : **APPLIED GEOSCIENCE**
DIVISION : **ENGINEERING AND ENVIRONMENT**
Post Designation : **GEOSCIENTIST GRADE 8**
1 X Post : **Windhoek**
Salary Scale : N\$227 453 – 271 828
Benefits : Transport Allowance: N\$8 760 p.a
Housing Allowance: N\$ 14 520 p.a

Minimum Requirements: An appropriate Bachelor of Science (Honours) Degree in Geology or equivalent Earth Science at NQF Level 8. The candidate must have completed modules on Engineering Geology, Geochemistry and Environmental Geology as part of their earth science qualification.

Key Responsibilities: The incumbent of this position will be responsible for the following functions:

- The successful candidate will be involved in the field of Engineering and Environmental geology with a focus on the following topics: Geological hazard mapping; Engineering Geological field surveys; and data management; and
- Mineral contamination investigations;
- Conducting engineering and environmental geology research or investigation;
- Preparing Engineering and Environmental geology reports;
- Managing and populating geoscientific geodatabases;
- Providing advice and information relevant to the Engineering and environmental geology of the country and ensure that such information is made available; and
- Preparing and conducting presentations at national and international events.

DIRECTORATE : **PETROLEUM AFFAIRS**
DIVISION : **REGULATIONS, COMPLIANCE AND ECONOMIC**
Post Designation : **ECONOMIST GRADE 8**
1 X Post : **Windhoek**
Salary Scale : N\$ 220 828 – 263 911
Benefits : 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:

The incumbent will assist the Senior Petroleum Economist and be responsible for analysing investments, including exploration, development, production and mergers and assessment of financial reports. This will involve developing economic models to support upstream projects as well as conduct economic assessment of the portfolios in exploration, development, and production.

- Review and or Development of Fiscal Regimes (local and international);
- Developing Economic Model for Exploration and Production Assets;
- Assessing the monetary impacts of various contracts and agreements;
- Conduct Petroleum Industry Economic Data Analysis;
- Prepare economic valuations in terms of Annual Work Program and conduct annual reserves review;

- Compile quarterly expenditure reports;
- Conduct and table industry related economic studies;
- 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's Interstate Oil Committee; and
- Administration of the Performance Management System for the subdivision.

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. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) to determine their level. Public Service employees must attach proof of confirmation of probation.** Applicants not complying with the above requirements will be disqualified.

Attractive range of benefits includes 13th cheque, pension fund, medical aid scheme, and leave of absence are offered. **Previously disadvantaged persons, women and people with disabilities are strongly encouraged to apply.**

Enquiries : **Human Resources Division**
Telephone : **061-284 8111**
Closing Date : **11 September 2023**

All applications must be submitted to:

The Acting 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

Handwritten signature of Bryan Eiseb
 BRYAN EISEB
 ACTING EXECUTIVE DIRECTOR
 Private Bag 13297
 Windhoek
 2023-08-10