



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

VACANCY

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

POSITION 4 **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 Geoscience, Science, Petroleum Engineering, Petroleum Law or its equivalent on NQF level 8 plus (9) years appropriate experience in the Petroleum Industry or any other related fields, of which three years must be at a Management level.

Additional Requirements:

- A post-graduate qualification on NQF Level 9 will be an added advantage;
- The applicant must have experience in the Petroleum sector or related field.
- Must have 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. Provide specialized advice on petroleum sector and petroleum investment to the Government.

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: 7 May 2018

Enquiries: Human Resources Division: Ms. Martha Kavijene / Mr. Ruiga Kakia
Telephone: 061-284 8111

Only candidates who meet the requirements will be contacted.