



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

Tel.: +264 61 284-8111
Fax: +264 61 238643 / 220386
E-mail: info@mme.gov.na
Website: www.mme.gov.na

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:

- DEPARTMENT: GEOLOGICAL SURVEY**
DIRECTORATE: MAPPING AND GEO-INFORMATION
DIVISION: GEO-INFORMATION

Post Designation: DEPUTY DIRECTOR GRADE 4

1 X Post: Windhoek

Salary Scale: N\$492 567 – 517 836

Benefits:

Motor Vehicle allowance:

Capital Costs : N\$76 950 p.a

Running Costs : N\$25 751 p.a

Housing Allowance: N\$68 188 p.a

Minimum Requirements: An appropriate B.Sc. (Honours) Degree or equivalent Earth Science degree at NQF L8 plus 9 years appropriate experience in Geosciences and Geo-Information related field of which 5 years must be at Supervisory level. The applicant must have experience in supervising and managing researchers and research projects, developing geodatabases, and managing geoscientific data and information, developing performance plans and policies in accordance with the institutional and national strategies. A valid Driver's licence is part of the minimum requirements.

Additional Requirements:

- Theoretical and practical knowledge of various Geoscientific information management databases;
- An appropriate post-graduate qualification at NQF L9 will be added advantage;
- Skills in computer operations, GIS software usage, knowledge of database and spatial data processing;
- Experience in development of geoscience information management system for various purposes, as well as its maintenance and upgrade; and

- An interdisciplinary approach to problem solving, orderliness and good knowledge of office administration procedures.

Key Responsibilities:

- Manage and coordinate the work of the Geo-Information Division, establish clear performance expectations and mentor staff and colleagues;
- Develop a Divisional staffing plan to meet organisational needs and align Divisional activities to support the organization's strategic plan;
- Lead creative thinking about geoscience information and data opportunities and apply sound decision-making practices;
- Develop and maintain geoscience information databases as well as their upgrades;
- Keep abreast of developments in information technology and data management that affect the organization and adjust the planned activities in response to changing environment;
- Comply with all relevant laws and regulations and follow relevant professional codes and ethics;
- Maintain individual, team and organizational accountability and remediate performance shortfalls effectively.
- Communicate effectively, in all forms and formats, to all sizes and types of audiences;
- Communicate and promote the value of geoscience information to decision makers and various stakeholders;
- Ensure that geoscience information and data management infrastructure meet organization needs;
- Implement sound data management procedures and recognize geoscience data as a capital asset;
- Develop and maintain collaborative relationships within the organization and with other organizations to promote mutually beneficial partnerships and best practices;
- Adopt a customer service orientation, monitor stakeholder satisfaction, and improve efficiency;
- Respect jurisdictional responsibilities and reporting rules; and
- Champion the development of data management policies that respect the purposes and roles of public, private, non-profit, and academic institutions.

Post Designation: **GEOSCIENTIST (MUSEUM) 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 B.Sc. (Honours) Degree in Geology or equivalent degree in the fields of Earth Sciences, Palaeontology, Mineralogy, at NQF L8.

Additional Requirements:

- Valid Driver's license and;
- Computer literacy

Key Responsibilities:

- Assist Chief Geoscientist in conducting activities of the Museum Subdivision;
- Identifying maintenance issues in the museum and liaising with maintenance section for rectification;
- Compile information leaflets and write articles for promoting the museum;
- Prepare material for outreach activities and participate in outreach events;
- Produce photographic work for geological documentation and lecture presentations;
- Conduct Geoscientific Research: - researching collections with a view to produce scientific publications;
- Conduct Palaeontological and Geological Survey in accordance with organizational strategy;
- Participate in field expeditions, visit important sites, collect fossils and minerals;
- Keep record of mineral, rock, meteorite, and fossil specimens in accordance with museum curation standard operational procedures;
- Maintain digital catalogue of the Museum; and
- Present and exhibit work at local, national, and international conferences, workshops, and other public forums.

DIVISION: GEOPHYSICS

Post Designation: SENIOR GEOSCIENTIST GRADE 6

1 X Post: Windhoek

Salary Scale: N\$337 984 – 403 922

Benefits: Transport Allowance: N\$8 760 p.a
Housing Allowance: N\$14 520 p.a

Minimum Requirements: An appropriate B.Sc. (Honours) Degree or equivalent on NQF L8, with majors in Geophysics, Geoscience or a combination of Geology and Physics, or Geology and Mathematics, plus three (3) years appropriate experience and a valid Driver's licence.

Additional Requirements:

- A post-graduate degree at NQF L9 and good working experience in geophysical methods (acquisition, processing, and interpretation) will be an added advantage;
- Experience in geophysical disciplines (magnetic, radiometric, electromagnetic, hyperspectral, seismology, remote sensing, and gravity) and their related interpretation;
- Sound knowledge and experience in ground geophysical surveys and instruments;

- Analytical ability and problem-solving skills; and
- Proven good communication skills (oral and written).

Key responsibilities:

- Ground geophysical data acquisition, processing and interpretation projects;
- Data management, quality control, quality assurance and data authentication;
- Independently conduct and manage geophysical and geotechnical surveys;
- Process, interpret geophysical data and compile technical reports;
- Conduct geophysical research and publish findings; and
- Provide geophysical technical inputs and work in collaboration with other directorates.

DIVISION: REGIONAL GEOSCIENCE

Post Designation: SENIOR GEOSCIENTIST GRADE 6

1 X Post: Windhoek

Salary Scale: N\$337 984 – 403 922

Benefits: Transport Allowance: N\$8 760 p.a
Housing Allowance: N\$14 520 p.a

Minimum requirements: An appropriate B.Sc. (Honours) Degree in Geology or equivalent Earth Science at NQF L8, plus 3 years appropriate experience in geological field mapping.

Additional requirements:

- Experience in conducting scientific geological research, as well as supervising and training junior Geoscientist staff;
- A broad knowledge of Namibian geology is essential.;
- Proven ability to work independently;
- Good communication skills, both orally and in writing;
- Computer-literacy;
- The candidate should be hardworking, honest, and trustworthy;
- Applicants must be in possession of a valid driver's license.

Key Responsibilities:

- The candidate will be expected to take initiative, work in a team environment, and provide knowledge and skill transfer to junior staff and be responsible for regular staff training;
- The position incorporates periods of field work in remote areas;
- Undertake geological field mapping;
- Prepare reports, thematic maps, and charts;
- Conduct geological research; and
- Sampling and identifying rocks and minerals through appropriate mineralogical, petrologic, and geochemical analytical techniques;

- Write and prepare geological reports and papers for publication;
- Supervise and train junior staff.

Post Designation: CHIEF GEOSPATIAL TECHNICIAN (CHIEF CARTOGRAPHER)
GRADE 7

1 X Post: Windhoek

Salary Scale: N\$277 264 – 331 358

Benefits: Transport Allowance: N\$8 760 p.a
Housing Allowance: N\$14 520 p.a

Minimum Requirements: An appropriate National Diploma on NQF L6 (or equivalent) in Cartography, Geographic Information Systems or Geo-information Technology or Geo-spatial Information Science in Geology, plus six (6) years appropriate experience in Cartography, geodatabase management, Remote Sensing and GIS.

Additional Requirements: The candidate should be knowledgeable of a wide range of computerized cartography-related software and highly conversant in ARCGIS.

Duties and Responsibilities:

- Design and manage production of geological maps and related cartographic material;
- Develop tools, techniques, procedures, and standards for map compilation/production in the geoscience environment;
- Coordinating and participating in the preparation/review of work plans, policies, subdivision reports, procedures and related documentation;
- Research and trial of new technologies associated with cartographic production, visualization and geospatial outputs in the geoscience environment;
- Ability to develop new cartographic methods and techniques to meet specific needs;
- Design, maintain and manipulate geographical information (GI) databases;
- Document procedures including maintenance and review of standards;
- Supervising cartographic staff in the department;
- Monitor the content and accuracy of maps, charts and printing proofs;
- Train and oversee the work of illustrators and/or drafters in cartographic production, according to work requirements;
- Develop training programs and mapping tools for cartographers; and
- Demonstrate analytical ability and problem-solving skills.

DIRECTORATE: APPLIED GEOSCIENCE
DIVISION: ENGINEERING AND ENVIRONMENT

Post Designation: SENIOR GEOSCIENTIST GRADE 6

1 X Post: Windhoek

Salary Scale: N\$337 984 – 403 922

Benefits: Transport Allowance: N\$8 760 p.a
Housing Allowance: N\$14 520 p.a

Minimum Requirements: An appropriate B.Sc. (Honours) Degree in Geology (or equivalent) on NQF L8, plus 3 years appropriate experience and a valid driver's license is a must.

Additional Requirements: The candidate's work experience should include the following:

- Geo-environmental pollution investigation;
- Groundwater and soil geochemistry;
- Engineering geological investigation;
- Geological hazard mapping;
- Geoscientific data management;
- Supervisory skills;
- The post requires field work in remote areas, and the candidate must be willing to work in the field; and
- The successful candidate is also required to have a high level of integrity, initiative and reliable.

Key Responsibilities:

- Conducting engineering and environmental geology research or investigation;
- Preparing Engineering and environmental geology reports;
- Presenting subject matter at national and international conferences;
- Providing advice and information based on relevant Engineering and Environmental geology;
- Managing Divisional geoscientific geodatabases; and
- Supervising Junior Engineering and Environmental Geoscientists.

2. DIRECTORATE: PETROLEUM AFFAIRS

DIVISION: EXPLORATION, PRODUCTION AND PROMOTION

Post Designation: DEPUTY DIRECTOR GRADE 4

1 X Post: Windhoek

Salary Scale: N\$492 567 – 517 836

Benefits:

Motor Vehicle allowance:

Capital Costs: N\$76 950 p.a

Running Costs: N\$25 751 p.a

Housing Allowance: N\$68 188 p.a

Minimum Requirements: A four (4) year Bachelor's Degree in Geology, Petroleum Engineering, or equivalent plus eight (8) years of experience in petroleum exploration and production.

Additional Requirements: Applicants should:

- Have a sound knowledge of the Namibian upstream petroleum sector;
- Possess good management skills, analytical and problem-solving skills;
- Should have the ability to work with dedicated professionals on a broad range of upstream petroleum projects;
- Should possess additional training in petroleum geosciences, petroleum engineering, petroleum economics and oil and gas law;
- Should possess good communication skills;
- Accept and execute responsibilities efficiently; and
- A master's degree in Business Administration (MBA) will be an added advantage.

Key Responsibilities:

- Administer the Petroleum Exploration and Production 1992 (Act 2 of 1992) and Petroleum Agreements between oil companies and government;
- Monitor, regulate, and supervise the upstream petroleum sector;
- Conduct risks and benefits analysis of oil and gas exploration and production projects;
- Initiates exploration plans, directs geological and geophysical, appraisal and production activities;
- Promote Namibia's oil and gas potential;
- Promoting local content including supporting national enterprises;
- Creates functional strategies and specific objectives for the division and develops budgets/policies/procedures to support the functional infrastructure;
- Making rules and guidelines on the conduct of petroleum operations and other related matters;
- Manage a division function with a broader departmental function; and
- Carry out any other duties as directed by the Petroleum Commissioner and the Director of the Petroleum Affairs Directorate.

OFFICE OF THE DIRECTOR

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|--------------------------|---|
| Post Designation: | PRIVATE SECRETARY GRADE 9 |
| 1 X Post: | Windhoek |
| Salary Scale: | N\$185 920 – 222 994 |
| Benefits: | Transport Allowance: N\$8 760 p.a Housing Allowance: N\$11 616 p.a |

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6.

Additional Requirements: Candidate should have computer knowledge preferably in Microsoft Word, Microsoft Excel, and Microsoft Office. Must also have a valid driver's licence.

Key Responsibilities

- Diary management and organizing meetings;
- Minute taking, report writing and good communication skills
- Filing and documentation;
- Reception duties and managing all correspondence;
- Writing letters/emails, preparing documents and presentations;
- Administrative and logistic support to the entire directorate; and
- Perform any administrative duties related to the office.

3. DEPARTMENT: MINES

DIVISION: MINE SAFETY AND OPERATIONS

Post Designation: CHIEF INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY
GRADE 5

1 X Post: Windhoek

Salary Scale: N\$478 220 – 502 753

Benefits: Transport Allowance: N\$8 760 p.a
Housing Allowance: N\$14 520 p.a

Minimum Requirement: An appropriate 4 years' BSc Degree in Mining Engineering, Mechanical Engineering from a recognized tertiary institution plus five (5) years of relevant practical working experience in the mining industry and a valid driver's license.

Additional Requirements: A valid Certificate for Underground or Open Pit Mines. Good technical and analytical capabilities, Ability to conduct field inspections at mines and related operations during odd hours. Good, interpersonal relations, good communication skills and decisiveness. Computer Literacy. A Blasting Certificate for Underground Mines will be an added advantage.

Key Responsibilities:

- Supervision of Inspectors of Mines;
- Conducting inspections on mining operations in Namibia;
- Compilation of Inspection Reports and recommendations for remedial actions with respect to Health and Safety;
- Issuance of Blasting Certificates, recommendation of appropriate mining methods; and
- Conducting investigations into Mine Accidents, Review of Mine Health and Safety Regulations, Compilation of Mine Accident Statistics etc.

DIVISION: CONTROLLED MINERALS AND RESEARCH

Post Designation: **ECONOMIST GRADE 8**
1 X Post: **Walvis Bay**
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 B. Degree or equivalent qualification on NQF L7 with one or more of the following major subjects: Economics, Accountancy or Cost Accounting or Mineral Economics or natural resources or related discipline.

Additional Requirements:

- Basic understanding of mining operations and international markets for minerals demand, supply, pricing and trading;
- Basic understanding of future trends, opportunities and challenges facing the minerals industry;
- Strong analytical, written, presentation and communication skills;
- Basic knowledge of the principles of economics and analysis;
- Posses a good understanding of the technical characteristics of the mineral sector which are significant from an economic viewpoint; and
- Possess basic understanding of laws and regulations for transit, taxation, customs/duty, port charges and other fees of Namibia and neighbouring countries.

Key Responsibilities: The Mineral Economist shall be responsible for the following but shall not be limited to the following:

- Financial evaluation of exploration/mining projects;
- Analyse the minerals market for mining projects and report performance thereof;
- Record, monitor, control mineral shipments and inspect and verify mineral exports and permits (value and quantities declared), and transit mineral shipments to be exported via the port of Walvis Bay in collaboration with NAMRA;
- Visit mining and exploration operations in Erongo Region to observe and record production, export preparation of mineral shipments, stockpiles on site; and
- Any other tasks assigned by Head of Division/Head of Department of Mines.

DIVISION: MINERAL RIGHTS AND RESOURCES DEVELOPMENT

Post Designation: **SENIOR MINERAL RIGHTS OFFICER GRADE 9**
1 X Post: **Windhoek**
Salary Scale: N\$185 920 – 222 994
Benefits: Transport Allowance: N\$8 760 p.a
Housing Allowance: N\$11 616 p.a

Minimum Requirements: An appropriate National Diploma on NQF L6 or equivalent qualification.

Additional Requirements:

- The successful candidate must have a valid driver's license (minimum Code B) older than one year;
- The successful candidate should have knowledge of the Minerals (Prospecting and Mining) Act No. 33 of 1992 and the Environmental Management Act No. 7 of 2007; and
- Must be familiar with the Land folio.

Key Responsibilities:

- Evaluate and process the applications for mining claims;
- Evaluate and process the applications for High value mineral permits;
- Carry out site inspections to ensure the terms and conditions of granted mining claims are complied with; and
- Issue notices, reminders, warnings, etc. to mining claim holders.

OFFICE OF THE DIRECTOR

Post Designation: PRIVATE SECRETARY GRADE 9

1 X Post: Windhoek

Salary Scale: N\$185 920 – 222 994

Benefits: Transport Allowance: N\$8 760 p.a
Housing Allowance: N\$11 616 p.a

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6.

Additional Requirements:

- Good communication and organising skills;
- Good command of written and spoken English; and
- Good Computer skills (Microsoft office programs).

Key Responsibilities:

- Diary management and organizing meetings;
- Minute taking, report writing and good communication skills
- Filing and documentation;
- Reception duties and managing all correspondence;
- Writing letters/emails, preparing documents and presentations;
- Administrative and logistic support to the entire directorate; and
- Perform any administrative duties related to the office.

4. DEPARTMENT: DIAMOND AFFAIRS
DIVISION: WINDHOEK INSPECTION SERVICES

Post Designation: SENIOR DIAMOND INSPECTOR GRADE 9

1 X Post: Windhoek

Salary Scale: N\$185 920 – 222 994

Benefits: Transport Allowance: N\$8 760 p.a
Housing Allowance: N\$11 616 p.a

Minimum requirements: A Grade 12 with 25 points in 6 subjects or equivalent Certificate on NQF L3, plus 3 years appropriate experience.

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);and
- Certificate or Course taken in Law will be an added advantage.

Key Responsibilities:

- Senior Diamond Inspectors assist with the overseeing of all daily activities taking place in the diamond industry;
- To take charge or lead important inspections with Diamond Inspectors and report back to the Control Diamond Inspectors in order to make management decision;
- Monitoring and observation of activities on board the Diamond Mining Vessels to ensure compliance;
- Assisting with the monthly reconciliation reports of diamond production figures of local producers/EPL holders; and
- Inspection of surveillance equipment on board the mining vessels and mining plants and make recommendations to Control Diamond Inspectors.

5. DIRECTORATE: ADMINISTRATION SERVICES
DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation: SENIOR SECURITY OPERATIONS OFFICER GRADE 7

1 X Post: Windhoek

Salary Scale: N\$277 264 – 331 358

Benefits: Transport Allowance: N\$8 760 p.a
Housing Allowance: N\$14 520 p.a

Minimum Requirement: National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 or

equivalent qualification, plus six (6) years appropriate experience. A valid driver's licence not less than 3 years.

General requirements: An appointment in this job category, irrespective of the functional level, is subject to **vetting**. Completed police, military, correctional service or security management basic training.

Note: Confirmation of probation is subject to the successful completion of the following training by Namibia Central Intelligence Service (NCIS):

- Basic Security Awareness training for the 1st entry post ;
- Advanced Security Awareness training for the 2nd entry post to the 2nd promotion post; and
- Skills on Emergency Evacuation Plan (EEP) and Health and Safety.

Additional Requirements:

- CCTV Surveillance training and operation and auditing/investigation, accounting and risk management experience will serve as an added advantage.

Key Responsibilities:

- Assist the Chief Security Officer in all aspects of security;
- Responsible for investigation needed and report back;
- Assist the Chief Security Officer with CCTV system of the Ministry and ensure the functionality;
- To ensure that security both for human and property is guaranteed; and
- To vet and carry out investigations; and
- Perform supervisory roles.

DIVISION: INFORMATION TECHNOLOGY

Post Designation: COMPUTER TECHNICIAN GRADE 11

1 X Post: Windhoek

Salary Scale: N\$142 977 – 161 402 (P) p.a

Benefits: Transport Allowance: N\$8 760 p.a
Housing Allowance: N\$11 616 p.a

Minimum Requirements: National Diploma or equivalent qualification in Information Technology on NQF Level 6.

Additional Requirements: Proficient in Microsoft Office products (Word, Excel, Power Point, and Outlook), plus a valid driver's licence.

Key Responsibilities:

- Provide user support daily as per calls/tickets logged with the helpdesk;
- Install and configure computer hardware and software, setup peripheral equipment and other devices; and
- Add computers to the domain.

- Install system applications and ensure that the latest updates are made available to the users;
- Check performance-related issues and network support problems;
- Provide technical advice to employees.
- Maintain IT asset register and keep records of IT maintenance work and repairs;
- Train users on new software packages and systems;
- Fix and repair computers, printers, and other hardware; and
- Execute any other duties assigned by the supervisor.

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. 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, assistance with relocation expenses, vacation, and sick leave. ***Previously disadvantaged persons, women and people with disabilities are strongly encouraged to apply.***

Enquiries: Human Resources Division
Telephone: 061-284 8111

Closing Date: 17 July 2023

All applications must be submitted to:

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