



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

Tel.: +264 61 284-8111
Fax: +264 61 238643 / 220386

*6 Aviation Road
Private Bag 13297
WINDHOEK*

**POSITION 8 DIRECTORATE: PETROLEUM AFFAIRS
 Subdivision Data Management**

1x Post Designation: Geo- Technician Grade 9
Duty Station: Windhoek
Salary Scale: N\$ 180 505-216 499
Housing Allowance: N\$ 10 464 p a
Transport Allowance: N\$7 680 p a

Appointment Requirements: An appropriate National Diploma for Technicians or equivalent qualification on NQF Level 6.

Additional Requirements:

Working experience in petroleum related field.

Key Responsibilities

- Collection of samples in the field;
- Assisting with planning and execution of petroleum related surveys;
- Assist with petroleum data up-keep;
- Assist in preparing field reports;
- Enter field data into Petroleum Affairs database or excel data and submit to supervisors;
- Assist with general Directorate information management;
- Preparing samples for further analysis;
- Assisting with field surveys;
- Maintain inventories, compile statistics and generate reports as required;
- Develop and maintain petroleum information management procedures;
- Perform other related duties.

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

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

Attractive range of benefits includes 13th cheque, pension, 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: Kindly note that all foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and the outcome of the evaluation should be submitted.

Closing date: 07 September 2020

Enquiries: Human Resources Division: Ms. Paulina Angala/Rebeka Naboth
Telephone: 061-284 8111

Only candidates who meet the requirements will be conducted.