



REPUBLIC OF NAMIBIA



## MINISTRY OF MINES AND ENERGY

Tel.: +264 61 284-8111  
Fax: +264 61 238643 / 220386  
E-mail: [info@mme.gov.na](mailto:info@mme.gov.na)  
Website: [www.mme.gov.na](http://www.mme.gov.na)

1 Aviation Road  
Private Bag 13297  
WINDHOEK

### VACANCY

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

**1. DIRECTORATE OF ADMINISTRATION SERVICES**  
**DIVISION: HUMAN RESOURCES & FINANCE MANAGEMENT**  
**SUBDIVISION: HUMAN RESOURCES**

<b>Post Designation:</b>	<b>CHIEF HUMAN RESOURCES PRACTITIONER GRADE 6</b>
<b>1x Post:</b>	<b>Windhoek</b>
<b>Salary Scale:</b>	N\$328 139-392 158
<b>Benefits:</b>	Housing Allowance: N\$13 080 p.a Transport Allowance: N\$7680 p.a

**Minimum Requirements:** An appropriate Diploma on NQF level 6 majoring in Human Resources plus approximately 8 years of appropriate experience in the human resources of which 3 years must be at supervisory level of Senior Human Resource Practitioner.

#### Key Responsibilities:

- To ensure compliance with the Public Service Act, Public Service Staff Rules, Affirmative Action Act, Labour Act and other relevant Acts and Regulations.
- To ensure uniformity, efficiency, and effective administration of human resource matters.
- Advising on compiling of requests / proposals regarding the adjustment of organizations and post establishments.
- Perform recruitment functions of permanent/temporary employment.
- Perform payroll verification.
- Provide advice on the interpretation of human resources policy and ensuring the proper application thereof.
- To ensure timely submission of monthly and quarterly human resource reports.
- To perform supervisory duties within the subdivision.

## **2. DIRECTORATE GEOLOGICAL SURVEY**

### **DIVISION: ENGINEERING AND ENVIRONMENTAL GEOLOGY**

**Post Designation:** CHIEF GEOSCIENTIST GRADE 5  
**1x Post:** Windhoek  
**Salary Scale:** N\$400 001-N\$478 220  
**Benefits:** Housing Allowance: N\$13 080 p.a  
Transport Allowance: N\$7680 p.a

**Minimum Requirements:** An appropriate 4 years B.Sc. (Honors) degree in Geology or equivalent in Geoscience, plus 6 years appropriate experience in Environmental Geology and (or) Engineering Geology. An advanced qualification in Engineering and (or) Environmental Geology will be an added advantage.

**Additional Requirements:** The successful candidate should have experience in conducting engineering and environmental geology research, implementing plans and policies in accordance with the organization and national strategies. The candidate's work experience should include 3 or more of 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, therefore, applicants must be in possession of a driver's license.**

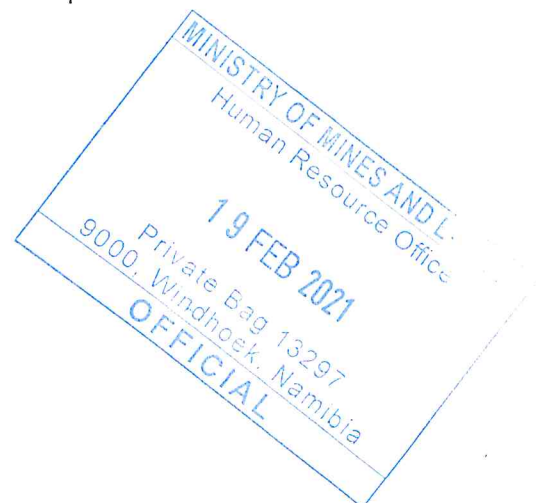
#### **Key responsibilities:**

- Conduct and supervise Engineering and Environmental Geology investigations projects.
- Provide advice to stakeholders.
- Supervising junior geoscientists.
- Contribute to the ministerial and divisional planning process.
- Respond to geohazard incidences reported to the division.
- Be available for any other ministerial responsibilities as required.

## **3. DIRECTORATE ENERGY FUND**

### **Division: Solar Revolving Fund (SRF)**

**Post Designation:** CHIEF ACCOUNTANT GRADE 6  
**1x Post:** Windhoek  
**Salary Scale:** N\$ 328 139-392 158  
**Benefits:** Housing Allowance: N\$13 080 p.a  
Transport Allowance: N\$7680 p.a



**Minimum Requirements:** An appropriate Diploma on NQF Level 6 majoring in Accounting plus 6 years appropriate experience in accounting of which 3 years must be at supervisory level.

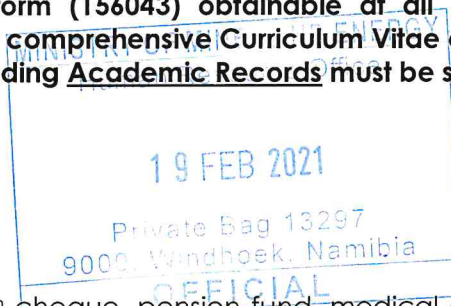
**Additional requirements:** Applicants should have experience in Microsoft Office (Excel, Word, and PowerPoint), sound knowledge of financial systems such as Sage Evolution (Pastel). Extensive knowledge of credit management, and accounting practices and principles.

**Key Responsibilities:**

- Manage the Fund's loan book.
- Responsible for Managing the Fund's bank accounts.
- Manage loan disbursements and timely payment to service providers.
- Manage timely loan recoveries.
- Assist in preparation of Fund annual budget.
- Compile and analyse financial information to prepare periodic financial reports.
- Responsible for the Fund audit process.
- Ensure financial records are maintained in compliance with accepted policies and procedures.
- Establish and monitor the implementation and maintenance of accounting control procedures.
- Maintain and improve the SRF financial database.
- Resolve accounting discrepancies and irregularities.
- To perform supervisory duties within the subdivision.

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

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



Attractive range of benefits includes 13<sup>th</sup> 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.***

- **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 and ensure that a copy of the confirmation of probation in their current positions are attached. Failure to complete all items on the application form for employment and not attaching the necessary documents, will result in immediate disqualification.

**Closing Date: 19 March 2021**

Enquiries: Human Resources Division: Mr. Martin K. Masake/ Ms. Paulina Angala  
Telephone: 061-284 8111

***Only candidates who meet the requirements will be contacted.***