



REPUBLIC OF NAMIBIA

MINISTRY OF INDUSTRIES, MINES AND ENERGY

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

6 Aviation Road
Private Bag 13297
WINDHOEK

VACANCY

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

OFFICE OF THE EXECUTIVE DIRECTOR

DIVISION	: SECURITY AND RISK MANAGEMENT SERVICES
POST DESIGNATION	: SENIOR SECURITY OPERATIONS OFFICER GRADE 7
1x Post	: Windhoek
Salary Scale	: N\$ 305 684 - N\$ 365 322
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum requirements: A National Diploma in either Security Management or Police Science or Correctional Service or Military Science on NQF Level 6 plus six (6) years' appropriate experience.

Additional Requirements:

- Candidate must be in possession of a valid driving license, Code B or Higher, with at least 1 year driving experience.
- CCTV Surveillance training and operation and auditing/investigation, accounting and risk management experience will serve as an added advantage.

Other competencies and attributes required for the position:

- An appointment in this Job category, irrespective of the functional level, is subject to vetting.
- Completed police or military correctional service or security management basic training, irrespective of the functional level.
- 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.

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.



P.T.D.

All official correspondence must be addressed to the Executive Director

SECTION	: INTERNAL AUDITOR
POST DESIGNATION	: INTERNAL AUDITOR GRADE 8
1x Post	: Windhoek
Salary Scale	: N\$ 250 767 - N\$ 299 691
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 in Auditing or Accounting or Commerce, plus 3 years' appropriate experience.

Key Responsibilities:

- Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations;
- Conduct/execute system reviews and follow-up audits to monitor management's interventions for the Ministry;
- Stakeholders Awareness of financial and non-financial operational systems of the Ministry;
- Identify loopholes and recommend risk aversion measures and cost savings;
- Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc;
- Determine internal audit scope and develop annual plans;
- Prepare/compile audit programs to the Chief Internal Auditor for recommendations;
- Document process and prepare audit findings memorandum;
- File and update internal audit evidence and supporting documents within the established systems;
- Prepare draft audit reports and submit them to the Executive Director on findings and recommendations through the Chief Internal Auditor on or before the deadlines agreed;
- Maintain open communication with management and audit committee;
- Engage to continuous knowledge development regarding public sector's rules, regulations, best practices, tools, techniques and performance standards;
- Report on work progress on official duties to the Chief Internal Auditor assigned from time to time;
- Apply audit standard procedures and techniques to ensure proven audit findings; and
- Execute any other duties assigned by Chief Internal Auditor or any authorized person.

DEPARTMENT OF MINES

DIVISION	: MINE SAFETY AND OPERATIONS
POST DESIGNATION	: CHIEF INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY GRADE 5
1X Post	: Swakopmund
1X Post	: Opuwo
1X Post	: Luderitz
Salary Scale:	: N\$ 454 232- 543 055
Benefits:	: Housing Allowance: N\$ 17 424 per annum
	: Transport Allowance: N\$ 10 512 per annum

Minimum Requirement: An appropriate 4 years' Bachelor's Degree in Mining Engineering, on NQF L8 (or equivalent qualification), from a recognized tertiary institution plus five (5) years of relevant practical working experience in the mining industry.

Additional Requirements:

- Candidates must have a valid Blasting Certificate for Underground or Open Pit Mines.
- Candidates must be in possession of a valid driving license, Code B or Higher, with at least 1 year driving experience.

Key Responsibilities:

- Conduct inspections on mining operations in Namibia to ensure regulatory compliance to health and safety, compilation of Inspection Reports and recommendations for remedial actions,
- Evaluation and Issuance of Blasting Certificates.
- Recommendation of appropriate mining methods.
- Conducting investigations into Mine Accidents, compile accident reports and recommend for remedial or punitive action.
- Reviewing Mine Health and Safety Regulations and any other applicable legislative frameworks.
- Compilation of Mine Accident Statistics.
- Evaluation of Environmental Impact Assessment (EIA) submissions, etc. as per job description.



- Evaluation of Mining Claims, Exclusive Exploration licence, and Mining licence applications, conducting inspections to advanced project sites and compilation of inspection reports.
- Inspection of mining machinery, processing plants, lifting equipment, and shaft installations, ladderways and etc as per mine health and safety regulations to ensure they meet required safety and operational standards
- Execute any other duties assigned by the Chief Inspector of Mines or any authorised person.
- Assist the Chief Inspector of Mines
- Supervision of Inspector of Mines

POST DESIGNATION : **INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY GRADE 6**
1X Post : **Luderitz**
1X Post : **Opuwo**
Salary Scale : N\$ 372 627 – 445 325
Benefits : Housing Allowance: N\$ 17 424 per annum
: Transport Allowance: N\$ 10 512 per annum

Minimum Requirement: An appropriate 4 years' Bachelor's Degree in Mining Engineering, on NQF L8 (or equivalent qualification), from a recognized tertiary institution plus three (3) years of relevant practical working experience in the mining industry.

Additional Requirements:

- Candidates must have a valid Blasting Certificate for Underground or Open Pit Mines.
- Candidates must be in possession of a valid driving license, Code B or Higher, with at least 1 year driving experience.

Key Responsibilities:

- Assist the Chief Inspector of Mines and Chief Inspector: Occupational Health and Safety, by conducting inspections on mining operations in Namibia and compilation of Inspection Reports and recommendations for remedial actions,
- Assist the Chief Inspector of Mines and Chief Inspector: Occupational Health and Safety
- Conduct inspections on mining operations in Namibia to ensure regulatory compliance to health and safety, compilation of Inspection Reports and recommendations for remedial actions,
- Evaluation and Issuance of Blasting Certificates.
- Recommendation of appropriate mining methods.
- Conducting investigations into Mine Accidents, compiling accident reports and recommending remedial or punitive action.
- Reviewing Mine Health and Safety Regulations and any other applicable legislative frameworks.
- Compilation of Mine Accident Statistics.
- Evaluation of Environmental Impact Assessment (EIA) submissions, etc. as per job description.
- Evaluation of Mining Claims, Exclusive Exploration license, and Mining license applications, conducting inspections to advanced project sites and compilation of inspection reports.
- Inspection of mining machinery, processing plants, lifting equipment, and shaft installations, ladderways etc. as per mine health and safety regulations to ensure they meet required safety and operational standards
- Execute any other duties assigned by the Chief Inspector of Mines, Chief Inspector: Occupational Health and Safety, or any authorized person.

DIVISION : **CONTROLLED MINERALS AND RESEARCH**
Post Designation : **SENIOR ECONOMIST GRADE 7**
1 X Post : **Walvis Bay**
Salary Scale : N\$ 305 684 – 365 322
Benefits : Housing Allowance: N\$17424 per annum
: Transport Allowance: N\$10 512 per annum



Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF L7 with one or more of the following major subjects: Economics or Business Economics or Accountancy or Cost Accounting or Mineral Economics or Natural Resources or related discipline, plus three (3) years appropriate experience.

Additional Requirements: Candidates must be in possession of a valid Driving License, Code B or Higher, with at least 1 year driving experience.

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

- Financial evaluation of 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 to observe and record production, export preparation of mineral shipments, stockpiles on site; and
- Supervise the work of the Economist and provide guidance;
- Any other tasks assigned by Head of Division/Head of Department of Mines.

Other competencies required:

- Basic understanding of mining operations and international markets in terms of 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.
- Possess a good understanding of the technical characteristics of the mineral sector which are significant from an economic viewpoint.
- Possess basic understanding of laws and regulations for transit, taxation, customs/duty, port charges and other fees of Namibia and neighbouring countries.

**DEPARTMENT OF GEOLOGICAL SURVEY
OFFICE OF THE DEPUTY EXECUTIVE DIRECTOR**

Post Designation	: SENIOR PRIVATE SECRETARY GRADE 8
1 X Post	: Windhoek
Salary Scale	: N\$250 767 – 299 691 per annum
Benefits:	: Housing Allowance: N\$17 424 per annum
	: Transport Allowance: N\$10 512 per annum

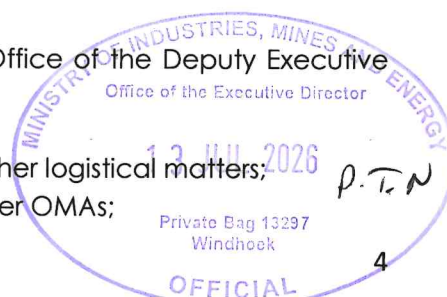
Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 in Business Administration/Management, or Secretarial Studies or Office Administration/Management and Technology or equivalent qualification plus 3 years appropriate experience.

Other competencies and attributes required for the position. Applicants must have:

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

Key Responsibilities:

- Manage the diary and arrange all appointments of the Deputy Executive Director;
- Recording of all incoming and outgoing correspondences and timely process them as well as producing, storing and retrieving correspondences and other official documents;
- Drafting of correspondences for the Deputy Executive Director;
- Screening and channeling of telephone calls and visitors;
- Ordering the stationaries and ordering of office supplies for the Office of the Deputy Executive Director;
- Taking minutes at meetings where required;
- Make reservations and travel arrangements and take care of all other logistical matters;
- Liaising with other Departments/Directorates in the Ministry and other OMA's;



- Compiling, forwarding, and distributing of correspondences;
- Performing of elementary clerical work; the taking and relaying of messages; and
- Filing and safe keeping of documents.

DIRECTORATE: MAPPING AND GEO-INFORMATION

DIVISION	: GEOPHYSICS
SUBDIVISION	: AIRBORNE GEOPHYSICS
Post Designation	: CHIEF GEOSCIENTIST GRADE 5 (CHIEF GEOPHYSICIST)
1 X Post	: Windhoek
Salary Scale	: N\$454 232 – 543 055
Benefits:	: Housing Allowance: N\$17 424 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum Requirements: An appropriate Bachelor of Science (Honours) Degree (or equivalent qualification on NQF L8) in Geophysics or Physics or Geology plus 6 years appropriate experience in Geophysics related field, of which 3 years should be at supervisory level.

Additional Requirements:

- Candidates must be in possession of a valid driving license, Code B or Higher, with at least 1 year driving experience.
- MSc. in Geophysics or related Earth Sciences will be an added advantage.
- Experience in working with large geospatial databases, preferably geoscience databases will be an added advantage.
- Registered member of a relevant professional association/council/organization as a Competent Person or Professional Geoscientist will be an added advantage.
- Competency in geospatial processing software such as ArcGIS, QGIS, Intrepid Geophysics and Geosoft will be an added advantage.

Key Responsibilities:

- Design, plan and supervise airborne geophysical surveys;
- Maintenance of geophysical database (storage and security);
- Implement quality assurance and quality control (QA/QC) protocols to ensure the accuracy and reliability of geophysical data;
- Lead and manage a team of geophysicists, technicians, and field support staff, providing guidance and expertise throughout surveys;
- Oversee the processing and interpretation of geophysical data to produce meaningful subsurface models and maps;
- Prepare comprehensive technical reports summarizing survey findings, data interpretations, and recommendations;
- Conducting geoscientific research;
- Providing geo-scientific information to stakeholders;
- Explore and implement new geophysical techniques and technologies to enhance data acquisition and interpretation capabilities;
- Stay updated on advances in geophysical methods, technology, and industry trends;
- Supervise activities of subordinate staff members within the Sub-division in line with the PMS;
- Supervising personnel in the Airborne Geophysics Subdivision;
- Develop and Implement Performance Management System (PMS);
- Support professional development, identify competency-based training needs for staff and evaluate training impact;
- Encourage staff participation in seminar, conferences, workshops, and meetings;
- Assist Deputy Director in directing activities of the Geophysics Division; and
- **This position demands physical ability to undertake fieldwork in remote areas for extended periods.**

SUBDIVISION	: INTERPRETATION GEOPHYSICS
Post Designation	: SENIOR GEOSCIENTIST GRADE 6
1 X Post	: Windhoek
Salary Scale	: N\$ 372 627 – 445 325
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum



Minimum Requirements: An appropriate Bachelor of Science (Honours) Degree (or equivalent qualification on NQF L8) in Geophysics or Physics or Geology plus 3 years' appropriate experience in Geophysics related field.

Additional Requirements:

- Candidates must be in possession of a valid driving license, Code B or Higher, with at least 1 year driving experience.
- Experience in geophysical disciplines (magnetic, radiometric, electro-magnetic, hyperspectral, seismology, remote sensing, and gravity) and their related interpretations will be an added advantage;
- Sound knowledge and experience in ground geophysical surveys and instruments.
- Good understanding and knowledge of methods and software for geophysical data interpretation and integration with all available geological information will be an added advantage.

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;
- Provide geophysical technical inputs and work in collaboration with other directorates; and
- **This position demands physical ability to undertake fieldwork in remote areas for extended periods.**

DIVISION	: GEO-INFORMATION
SUBDIVISION	: GEO-DATA MANAGEMENT
POST DESIGNATION	: SENIOR GEOSCIENTIST GRADE 6
1 X Post	: Windhoek
Salary Scale	: N\$ 372 627 – 445 325
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum Requirements: An appropriate B.Sc. (Honours) Degree in Geology, Computer Science with Geology background, Geoscience Data Management or equivalent Earth Science degree at NQF L8 plus 3 years appropriate experience in Geosciences and Geo-Information related fields.

Additional Requirements: Candidates must be in possession of a valid Driving License, Code B or Higher, with at least 1 year driving experience.

Key Responsibilities:

- Assist Chief Geoscientist in activities of the Geo-data Management Subdivision;
- Maintain and implement existing data standards and policies;
- Conducting geoscientific data research: research on current/modern geodata technology and techniques with the view of publications;
- Management of geospatial data (data acquisition, processing, and interpretation);
- Identify and evaluate systems requirements for geo-spatial data;
- Deliver standardized and customized geoscience data to users (internal and external) on demand;
- Develop conditions and best practice for use, accessibility, and distribution of quality geoscience data;
- Reviewing, cataloguing, and managing geoscience spatial data;
- Develop GSN Data standard formats;
- Management of the Earth Data Namibia database (EDN);
- Implement and manage the National Spatial Data Infrastructure (NSDI); and
- Develop and disseminate custom made geoscience products.



DIVISION	: REGIONAL GEOSCIENCE
SUBDIVISION	: STRATIGRAPHY (PHARANEROZOIC GEOLOGY)
Post Designation	: SENIOR GEOSCIENTIST GRADE 6
1 X Post	: Windhoek
Salary Scale	: N\$ 372 627 – 445 325
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum

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: Candidates must be in possession of a valid Driving License, Code B or Higher, with at least 1 year driving experience.

General requirements:

- Experience in conducting scientific geological research, as well as supervising and training junior Geoscientist staff;
- A broad knowledge of Namibian geology is essential; and
- Computer literacy.

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;
- 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;
- **This position demands physical ability to undertake fieldwork in remote areas for extended periods.**

DIVISION	: REGIONAL GEOSCIENCE
SUBDIVISION	: GIS AND REMOTE SENSING
Post Designation	: SENIOR GEOSCIENTIST GRADE 6
1 X Post	: Windhoek
Salary Scale	: N\$ 372 627 – 445 325
Benefits:	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum

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

Additional Requirements: Candidates must be in possession of a valid Driving License, Code B or Higher, with at least 1 year driving experience.

General requirements:

- Experience in conducting scientific geological research, as well as supervising and training junior Geoscientist staff;
- A broad knowledge of Namibian geology is essential;
- The successful candidate should be able to work independently and possess good communication skills, both orally and in writing; and computer literacy; and
- The candidate should be hardworking, honest, and trustworthy.



Job Responsibilities

- Undertake geological field mapping;
- Prepare reports, thematic maps, and charts;
- Conduct geological research;
- 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;
- In addition, 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; and
- **This position demands physical ability to undertake fieldwork in remote areas for extended periods.**

DIRECTORATE: APPLIED GEOSCIENCE

DIVISION : GEOCHEMISTRY AND LABORATORY
POST DESIGNATION : DEPUTY DIRECTOR GRADE 4
1 X Post : Windhoek
Salary Scale : N\$ 543 055 – 570 914

Benefits

Housing Benefit : N\$ 121 560 per annum
Motor Vehicle Allowance : Capital Cost: N\$ 83 106 per annum
: Running Cost: N\$ 27 811 per annum

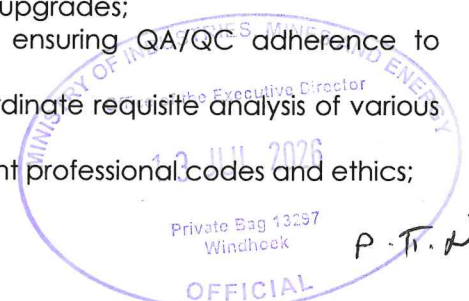
Minimum Requirements: An appropriate B.Sc. (Honours) Degree in Geochemistry, Geology, Analytical Chemistry or equivalent Earth Science degree at NQF L8 plus 9 years appropriate experience in Geosciences related field of which 5 years must be at Supervisory level.

Additional Requirements:

- Candidates must be in possession of a valid Driving License, Code B or Higher, with at least 1 year driving experience.
- The applicant must have experience in applied or analytical geochemistry with proven track record in management and supervising professional and technical staff;
- Skills in analyzing and interpreting complex geochemical datasets and developing geochemical models;
- Deep understanding of laboratory instrumentation (analytical and accessory instruments) and strict QA/QC;
- Proficiency with GIS and specialized geochemical/geostatistical modelling software;
- An interdisciplinary approach to problem solving, orderliness and good knowledge of office administration procedures; and
- An appropriate post-graduate qualification at NQF L9 will be added advantage;

Key Responsibilities:

- Manage and coordinate the work of the Geochemistry and Laboratory Division, establish clear performance expectations and mentor staff and colleagues;
- Develop a Divisional staffing plan to meet organizational needs and align Divisional activities to support the organization's strategic plan;
- Provide vision and direction to the geochemistry team ensuring alignment with other Divisions and the organization's strategic plan.
- Manage the Division's financial resources, coordinate procurement for laboratory equipment and consumables, and allocate resources across various contracts.
- Lead creative thinking about applied geochemistry opportunities and apply sound decision-making practices;
- Develop and maintain geochemistry databases as well as their upgrades;
- Oversee operations in analytical geochemistry laboratories, ensuring QA/QC adherence to international standards;
- Manage regional and detailed geochemical surveys and coordinate requisite analysis of various geochemical sample materials;
- 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;
- Ensure that geochemical and laboratory infrastructure meet organization needs;
- 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 ensure compliance with local and national regulations governing geoscience activities;
- Champion the development of standard operating procedures for geochemical laboratories that respect the purposes and roles of public, private, non-profit, and academic institutions; and
- Promote knowledge and skills transfer within the geochemistry and laboratories team.

DIVISION : **GEOCHEMISTRY AND LABORATORY**
SUBDIVISION : **ANALYTICAL GEOCHEMISTRY**
POST DESIGNATION : **SENIOR GEOSCIENTIST GRADE 6**
1 X Post : **Windhoek**
Salary Scale : N\$ 372 627 – 445 325
Benefits: : Housing Allowance: N\$17424 per annum
: Transport Allowance: N\$10 512 per annum

Minimum Requirements: An appropriate Bachelor's Degree with Honours (NQF Level 8) in Geology, Geochemistry or Analytical Chemistry with Geology background, plus 3 years appropriate experience in Geology/Geochemistry or Analytical Chemistry.

Additional Requirements: Candidates must be in possession of a valid Driving License, Code B or Higher, with at least 1 year driving experience.

Key Responsibilities:

- Sample preparations and analysis;
- Operate analytical equipment (ICP, XRF, XRD, AAS);
- Troubleshooting and identification of maintenance services and repairs of assigned laboratory equipment;
- Develop and Implement Performance Management System;
- Developing Quality Control Measures and Standard Operating Procedures in the Laboratory workflow;
- Conducting quality control on all analytical processes and data;
- Procurement of laboratory consumables and supplies;
- Conducting geoscientific research;
- Provide credible analytical data and information to stakeholders; and
- Supervising junior staff and technicians.

DIVISION : **ECONOMIC GEOLOGY**
SUBDIVISION : **INDUSTRIAL MINERALS AND DIMENSION STONES**
Post Designation : **GEOSCIENTIST GRADE 8**
1 X Post : **Windhoek**
Salary Scale : N\$250 767 – 299 691
Benefits: : Housing Allowance: N\$17424 per annum
: Transport Allowance: N\$10 512 per annum

Minimum Requirement: An appropriate B.Sc. (Honours) degree in Geology or equivalent at NQF L8.

Key responsibilities:

- Maintain and keep up to date the national mineral inventory database;
- Conduct research on ore genesis to improve knowledge base necessary to guide and stimulate mineral exploration;
- Track and maintain data and information contribution by the mining industry for reference;
- Conduct assessment of mineral potential to attract local and foreign direct investment for mineral value chain development;
- Publish and disseminate data, maps, and economic geology reports;
- Proactively engage mineral potential investor;



- Contribute to the ministerial strategic planning process;
- Provide geoscience expertise to support sustainable development objectives of the government; and
- **This position demands physical ability to undertake fieldwork in remote areas for extended periods.**

DIVISION : **ENGINEERING AND ENVIRONMENTAL GEOLOGY**
SUBDIVISION : **GEO ENGINEERING**
Post Designation : **GEOSCIENTIST GRADE 8**
1 X Post : **Windhoek**
Salary Scale : **N\$250 767 – 299 691**
Benefits: : **Housing Allowance: N\$17424 per annum**
: **Transport Allowance: N\$10 512 per annum**

Minimum Requirement: An appropriate B.Sc. (Honours) Degree in Geology or equivalent Earth Science degree at NQF L8. The candidate must have completed modules on Structural Geology, Geochemistry and Environmental Geology as part of their earth science qualification.

Key responsibilities:

- Conducting engineering and environmental geology work, focusing on Geological hazards, field surveys, data management and mineral contamination investigations;
- Preparing Engineering and Environmental geology reports;
- Managing and populating geoscientific geodatabases;
- Providing advice and information relevant to stakeholders;
- Preparing and conducting presentations of divisional research work at national and international events; and
- **This position demands physical ability to undertake fieldwork in remote areas for extended periods.**

DEPARTMENT OF DIAMOND AFFAIRS

DIVISION : **WINDHOEK INSPECTION SERVICES**
POST DESIGNATION : **CONTROL DIAMOND INSPECTOR GRADE 6**
1 X Post : **Windhoek**
Salary Scale : **N\$ 372 627 – 445 325**
Benefits : **Housing Allowance: N\$ 17 424 per annum**
: **Transport Allowance: N\$ 10 512 per annum**

Minimum Requirements: An appropriate National Diploma on NQF L6 (or equivalent qualification), plus six (6) years appropriate experience in the Mining industry and three (3) years must be at Chief Diamond Inspector Grade 8 level or at supervisory level if coming from outside the Public Service.

Additional Requirements: Candidates must be in possession of a valid Driving License, Code B or Higher, with at least 1 year driving experience.

Key Responsibilities:

- Overhead supervisor and oversee the activities of the subdivision;
- Assist the Deputy Director with preparations of activity reports as per departmental plan;
- Coordinate and facilitate Performance Management activities of the department;
- Monitor, prepare and consolidate inspection reports;
- Facilitate the implementation and coordination of stakeholder engagement plan;
- Monitor the timely submission of Diamond Act Funds budgets and implementation of audit recommendations;
- Perform any other duties and functions as may be delegated by the Director as well as the Diamond Commissioner.

DIVISION : **REGIONAL INSPECTION SERVICES**
POST DESIGNATION : **SENIOR DIAMOND INSPECTOR GRADE 9**
1X Post : **Oranjemund**
Salary Scale : **N\$ 204 977 – 245 851**
Benefits : **Housing Allowance: N\$13 944 per annum**
: **Transport Allowance: N\$ 10 512 per annum**



Minimum requirements: Senior Secondary Certificate or equivalent qualification on NQF L3, plus 3 years appropriate experience.

Additional Requirements: Candidates must be in possession of a valid Driving License, Code B or Higher, with at least 1 year driving experience.

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 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.

DIRECTORATE: ENERGY

DIVISION	: ENERGY PLANNING AND RESEARCH
SUBDIVISION	: ENERGY PLANNING
POST DESIGNATION	: CHIEF ECONOMIST GRADE 6
1 X Post	: Windhoek
Salary Scale	: N\$ 372 627 – 445 325
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum requirements: An appropriate B. Degree or equivalent qualification on NQF L7 with one or more of the following major subjects: Economics or Energy Economics or Energy or Environmental Management, plus six (6) years appropriate experience. Candidate must have worked at least three (3) years as a Senior Economist Grade 7 or at supervisory level if coming from outside the Public Service.

Additional Requirements: Candidates must be in possession of a valid Driving License, Code B or Higher, with at least 1 year driving experience.

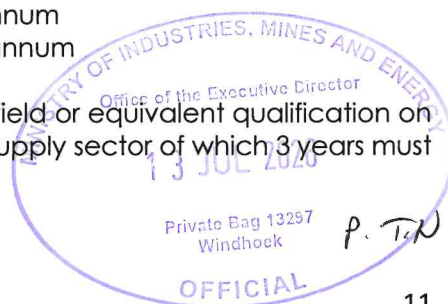
Other competencies and attributes required for the position: Applicant should have a sound knowledge of the Electricity Supply Industry, be computer literate, excellent planning and management skills. The applicant should have strong presentation, oral and written communication as well as good analytical report writing and organisational skills.

Key Responsibilities:

- Research and analysis energy economics issues
- Conduct surveys and collect data
- Analyze data using mathematical models and statistical techniques
- Prepare reports, tables, charts and present results
- Liaise with stakeholders in the Electricity Supply Industry
- Provide technical, administrative and logistical support

POST DESIGNATION	: CHIEF ENERGY RESEARCHER GRADE 5
1x Post	: Windhoek
Salary Scale	: N\$ 454 232 – 543 055
Benefits	: Housing Allowance: N\$17 424 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum Requirements: An appropriate degree in energy related field or equivalent qualification on NQF Level 7, plus 6 years appropriate experience in the electricity supply sector of which 3 years must be at supervisory level.



Additional Requirements: Candidates must be in possession of a valid Driving License, Code B or Higher, with at least 1 year driving experience.

Other competencies and attributes required for the position:

Applicants should have a thorough knowledge of the Electricity Supply Industry, its stakeholders, plans (NIRP, REDMP), Policies (NEP, NREP), have a demonstrable ability and knowledge to conduct research, be fully computer literate, excellent planning and management skills, strong presentation, oral and written communication skills, good analytical, report writing and organizational skills. An Honours degree qualification in an Energy related field will be an added advantage.

Key Responsibilities:

- Strategic contribution and management;
- Energy research;
- Stakeholder relations;
- People management;
- Project management;
- Electricity Supply Industry Performance; and
- Innovation.

DIVISION	: RENEWABLE ENERGY
SUBDIVISION	: RENEWABLE ENERGY AND RESOURCE DEVELOPMENT
Post Designation	: SENIOR ENERGY RESEARCHER GRADE 6
1x Post	: Windhoek
Salary Scale	: N\$ 372 627 – 445 325
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum Requirements: An appropriate degree in energy related field or equivalent qualification on NQF Level 7, plus 3 years appropriate experience in the electricity supply sector.

Additional Requirements: Candidates must be in possession of a valid Driving License, Code B or Higher, with at least 1 year driving experience.

General Requirements: Applicants should have a thorough knowledge of the Electricity Supply Industry, its stakeholders, plans (NIRP, REDMP), Policies (NEP, NREP), proven experience in conducting research, be fully computer literate, excellent planning and management skills, strong presentation, oral and written communication skills, good analytical, report writing and organizational skills. An Honours degree qualification in an Energy related field will be an added advantage.

Key Responsibilities:

- Conduct applied research on Namibia's solar, wind, and other renewable resources to determine availability and development potential;
- Analyze energy supply-demand dynamics and develop strategies to reduce reliance on imports by strengthening local generation capacity;
- Provide technical input to national energy policies, plans, and frameworks (e.g., NIRP, REFIT, MSB) to promote renewable energy uptake;
- Assess renewable energy projects and IPP proposals, ensuring technical, financial, and environmental viability;
- Research and support the development of emerging sectors such as green hydrogen and energy storage solutions;
- Support integration of renewable energy into the grid, promote rural electrification solutions, and collaborate with key stakeholders (NamPower, ECB, REDs, SAPP); and
- Monitor renewable energy programmes, evaluate outcomes, and produce technical reports to inform policy and investment.



DIRECTORATE: ENERGY FUNDS

DIVISION	: NATIONAL ENERGY FUND
SUBDIVISION	: ENERGY FUND PLANNING
Post Designation	: CHIEF ECONOMIST GRADE 6
1x Post	: Walvis Bay
Salary Scale	: N\$ 372 627 – 445 325
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 with one or more of the following majors: Economics or Business Economics or Accountancy or Cost Accounting. Candidate must have worked at least three (3) years at a Senior Economist Grade 7 or at supervisory level if coming from outside the Public Service.

Additional Requirements:

- Candidates must be in possession of a valid Driving License, Code B or Higher, with at least 1 year driving experience.
- Candidates must have experience in economics, preferably within the petroleum downstream sector will be an added advantage.
- Appropriate (3) years' experience as Economist Grade 8-7 or at supervisory level if coming from outside the Public Service.
- The applicant should have sound knowledge of Microsoft Office (Excel, Word, outlook and PowerPoint).

Key Responsibilities:

- Coordinate stakeholder engagements with NAMRA, NAMPORT, NSI, Immigration, Police, Navy, and other relevant institutions involved in the offloading and loading of petroleum products;
- Review and evaluate demurrage costs incurred during the discharge of petroleum products and submit to NEF;
- Supervise the collection of data for all petroleum products discharge from the Marine Offloading/Jetty, including receipts into the NOSF and Oil Marketing Companies (OMCs) terminals, and review reports for submission to NEF;
- Monitor and oversee petroleum product movements and flows from the Marine Oil Tanker Jetty to NOSF and OMC's terminals through Supervisory, Controlling, Data and Acquisition (SCADA) system into the Petroleum Information System (PIS);
- Review and validate reconciliations of petroleum imports, bunkering activities, local volume sales, exports, pipeline transfers, trucks and ship to ship transfers vessels at Walvis Bay Fuel Depots and submit the report to NEF;
- Review and approve reconciliations of petroleum products destined for export at Walvis Bay Fuel Depots and ensure accurate reporting to NEF;
- Supervise and validate the reconciliation of petroleum data relating to fuel imports, sales, exports, and opening and closing inventories for all OMCs on a monthly and quarterly basis and submit to NEF;
- Review quantities of petroleum data for fuel imports, sales, exports, opening and closing inventories for all OMC on a monthly and quarterly basis and submit to the NEF;
- Provide the monthly reports for petroleum products stock levels at Walvis Bay terminals to the NEF;
- Provide assessment report for NOSF's return on investment to the NEF on annual basis.
- Fulfil any other duties and assignments as directed by the Deputy Director: National Energy Fund.

DIRECTORATE: ADMINISTRATION SERVICES

DIVISION	: INFORMATION TECHNOLOGY
SUBDIVISION	: SYSTEM DEVELOPMENT, IMPLEMENTATION AND MAINTANCE
POST DESIGNATION	: SENIOR ANALYST PROGRAMMER GRADE 7
2x Post	: Windhoek
Scale of Salary	: N\$ 305 684 – N\$ 365 322
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum



Minimum requirement: A Diploma in Programming on NQF L6 (or equivalent) plus two (2) years' appropriate experience. Candidate must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Additional Requirements:

- A Bachelor Degree in Programming on NQF L7 (or equivalent).
- Candidates must be in possession of a valid Driving License, Code B or Higher, with at least 1 year driving experience.

Key Responsibilities:

- **Leadership and Project Management:** Supervise Analyst Programmers and ensure that work is completed on time and correctly;
- **System Analysis and Design:** Conduct detailed analysis of business requirements and translate them into technical specifications, design software solutions that align with business objectives and user needs and create system architecture and design documents;
- **Software Development:** Write, test, and maintain high-quality code in the following programming languages (Java, C++, Java (Facelets), Visual Basic .NET (VB.NET and C#), PHP, and Python), develop and implement new software applications and features;
- **Testing and Quality Assurance:** Develop and execute unit, integration, and system tests to ensure software quality and fix bugs and performance issues;
- **Documentation:** Create and maintain comprehensive technical documentation, including design specifications, user guides, and system manuals. Document software changes, enhancements, and troubleshooting steps;
- **Maintenance and Support:** Provide ongoing support and maintenance for existing software applications. Troubleshoot and resolve software issues in a timely manner. Implement software updates, patches, and enhancements;
- **Security and Compliance:** Ensure that software applications comply with security standards and regulatory requirements. Implement security measures to protect data and systems from vulnerabilities and threats;
- **Project & Contract Management:** Participate in the software project lifecycle, and resolution times as per the SLA. Ensure Communication and Stakeholder Management, Quality Assurance and Monitoring, Project Planning and Definition;
- **Additional Duties:** Perform other related tasks as assigned by the Deputy Director: Information Technology or any other authorized person, contributing to the overall efficiency and effectiveness of the IT department.

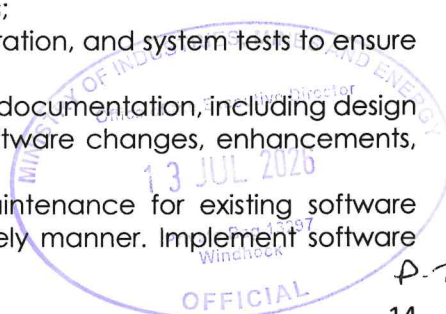
POST DESIGNATION	: ANALYST PROGRAMMER GRADE 9
1x Post	: Windhoek
Scale of Salary	: N\$ 226 764 – 271 440 (P)
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum requirement: A Diploma in Programming on NQF L6 (or equivalent).

- A valid driving license, Code B or Higher will be an added advantage.

Key Responsibilities:

- **System Analysis and Design:** Conduct detailed analysis of business requirements and translate them into technical specifications, design software solutions that align with business objectives and user needs and create system architecture and design documents;
- **Software Development:** Write, test, and maintain high-quality code in the following programming languages (Java, C++, Java (Facelets), Visual Basic .NET (VB.NET and C#), PHP, and Python), develop and implement new software applications and features;
- **Testing and Quality Assurance:** Develop and execute unit, integration, and system tests to ensure software quality and fix bugs and performance issues;
- **Documentation:** Create and maintain comprehensive technical documentation, including design specifications, user guides, and system manuals. Document software changes, enhancements, and troubleshooting steps;
- **Maintenance and Support:** Provide ongoing support and maintenance for existing software applications. Troubleshoot and resolve software issues in a timely manner. Implement software updates, patches, and enhancements;



- **Security and Compliance:** Ensure that software applications comply with security standards and regulatory requirements. Implement security measures to protect data and systems from vulnerabilities and threats; and
- **Additional Duties:** Perform other related tasks as assigned by the Deputy Director: Information Technology or any other authorized person, contributing to the overall efficiency and effectiveness of the IT department.

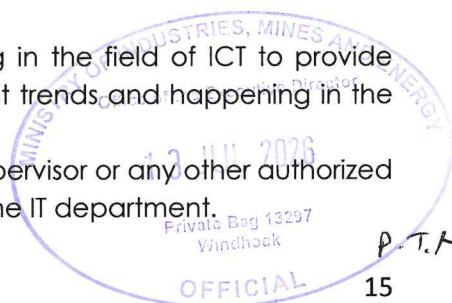
SUBDIVISION	: ICT INFRASTRUCTURE, SYSTEMS ADMINISTRATION AND SUPPORT SERVICES
POST DESIGNATION	: CHIEF SYSTEM ADMINISTRATOR GRADE 6
1x Post	: Windhoek
Scale of Salary	: N\$ 372 627 – 445 325
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum requirement: A Degree in Information Technology or Digital Forensics or Human-Computer Interaction or Artificial Intelligence or Information System or Computer Science major in Systems Administration, Communication Networks, Cyber Security on NQF L7 (or equivalent) plus five (5) years appropriate experience. Candidate must have worked at least two (2) years at a Senior System Administrator Grade 7 or at supervisory level if coming from outside the Public Service.

Additional requirements: Candidate must be in possession of a valid driving license, Code B or Higher, with at least 1 year driving experience.

Key Responsibilities:

- **Supervision & Leadership:** Planning, Coordinating, Leading and Coaching staff under the Sub-division ICT Infrastructure, Systems Administration and Support.
- **Technical Support & Systems Administration:** Oversee the administration of the IT system, including computers, servers and network infrastructure. Oversee backup and disaster recovery system. Ensure the data is backed up on a timely basis.
- **Security & Compliance Management:** Review logs, administer user access, issues and take appropriate corrective action, and provide root cause analysis report. Monitoring systems health and update/patch revisions using monitoring software. Enforce IT security policy, maintain the equipment standard and enforce operating procedures. Draft, implement and enforce compliance with all policies. Conduct a penetration test and network audit when necessary.
- **Procurement & Vendor Management:** Execute the ICT upgrade plan in accordance with the yearly target. Draft specifications for all the IT procurement. Submit the procurement need of the division and the execution of the IT procurement need as per the procurement plan. Be the facilitator of the IT SLA between the Ministry and Suppliers.
- **Project & Change Management:** Leading all IT projects, including project implementation. Support Digital transformation, system integration and Artificial Intelligence within the Ministry's systems. Monitor and report project execution and explain any project delays. Documents all projects when necessary. Responsible for configuration management of all hardware, and monitoring tools in use by the Ministry and enforcing a methodological approach to change management of the ICT environment.
- **Planning and Budgeting:** Submitting plans and budget of the subdivision in terms of operational and development projects. Monitor the budget execution.
- **Documentation & Reporting:** Ensure proper documentation of Network changes, System Changes configurations and Incident records. Manage the Ministry's IT assets and inventory registers, the renewal dates for support and updates. Ensure reports are provided where applicable.
- **Performance Management System:** Manages and monitors the sub-division's performance to ensure progress and annual and strategic objectives are achieved. Coaching and recommending any further training for the subordinates based on the PDP.
- **Learning and Development:** Keeping abreast of latest happening in the field of ICT to provide recommendations for the Directorate to stay up-to date with latest trends and happening in the fields of ICT for public sector operations.
- **Additional Duties:** Perform other related tasks as assigned by the supervisor or any other authorized person, contributing to the overall efficiency and effectiveness of the IT department.



SECTION	: ICT INFRASTRUCTURE, SYSTEMS ADMINISTRATION
POST DESIGNATION	: SENIOR SYSTEM ADMINISTRATOR GRADE 7
1x Post	: Windhoek
Scale of Salary	: N\$ 318 034 – 365 322 (P)
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum requirement: A Degree in Information Technology: Digital Forensics or Information Security or Artificial Intelligence or Data Science or Information Systems or Computer Science major in Systems Administration, Communication Networks and/or Cyber Security on NQF L7 (or equivalent) plus two (2) years of appropriate experience.

Additional Requirements: Candidate must be in possession of a valid driving license, Code B or Higher, with at least 1 year driving experience.

Key responsibilities:

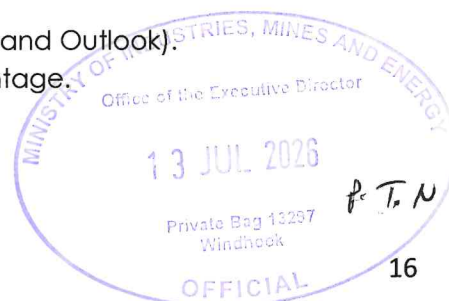
- **Supervision & Leadership:** Supervise and leading technical team. Provide guidance and offer on the job training to the sub-division: ICT Infrastructure, Systems Administration and Support
- **Technical Support & Systems Administration:** Administering, Monitoring and troubleshoot network errors and Ministry servers, to ensure high availability all the time, track system uptime. Support and maintain core services such as email, Domain, DNS, and directorate services. Ensure the backups are running and disaster recovery system is operational.
- **Security & Compliance Management:** Implement and enforce system upgrades, and security patches in line with the best practices. Monitoring Servers performance and logs to determine systems uncertainty. Conduct a biannual penetration test and carry out network audits when necessary.
- **Procurement & Vendor Management:** Complete specifications for all the IT procurement requests together with Chief Systems Administrator. Engage the non-compliance of the SLA with the Chief Systems Administrator for further actions. Supervising Supplies on site.
- **Network and Routing Management:** Understanding TCP/IP, subnetting, and routing concepts. Upgrade network to CAT 6. Implement Network segmentation to different regions and offices. Maintain network infrastructure such as LAN, and Wireless. Configure and maintain Switches, Firewall and VPNs.
- **Project & Contract Management:** Participate in the Ministry IT project lifecycle, incident response, and resolution times as per the SLA. Being a champion of digital initiatives within the Ministry.
- **Documentation & Reporting:** Proper documenting of Network changes, System Changes and Incident records. Update and Manage the Ministry's IT assets and inventory registers.
- **Performance Management System:** Signing and reviewing the performance of the subordinates. Coaching and arranging the training were necessary through personal development plans.
- **Additional Duties:** Perform other related tasks as assigned by the supervisor or any other authorized person, contributing to the overall efficiency and effectiveness of the IT department.

SECTION	: SUPPORT SERVICES AND HELP DESK
POST DESIGNATION	: COMPUTER TECHNICIAN GRADE 11
3x Post	: Windhoek
Salary Scale	: N\$157 632 – 177 946 (P)
Benefits	: Housing Allowance: N\$13 944 per annum
	: Transport Allowance: N\$10 512 per annum

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

Additional Requirements:

- Proficient in Microsoft Office products (Word, Excel, Power Point, and Outlook).
- A valid driving license, Code B or Higher will be an added advantage.



Key Responsibilities:

- **Technical Support and Troubleshooting:** Provide technical support to end-users, both remotely and in person, resolving issues with hardware, software, and network systems. Respond to helpdesk requests and troubleshoot issues in a timely manner and escalate complex problems to 2nd-level IT support if necessary. Assist Users with Video conferencing tools, ensuring smooth audio-visual communication.
- **Hardware Installation and Maintenance:** Install, configure, and upgrade computer hardware, including desktops, laptops, printers, and other peripherals. Diagnose and repair hardware issues, replacing components like hard drives, memory, or power supplies as needed. Perform regular maintenance to ensure optimal hardware performance.
- **Software Installation and Troubleshooting:** Install and update operating systems, software applications, and drivers. Troubleshoot and resolve software-related problems, including system crashes, application errors, and compatibility issues. Provide support for antivirus and security software, ensuring systems are protected from malware.
- **Network Setup and Maintenance:** Add computers to the domain. Diagnose and fix network connectivity issues. Maintain accurate documentation of incidents, solutions, and IT assets. Identify cyber security issues and escalate those issues to System Administrator
- **Training and User Support:** Train users in how to operate new hardware, software, and systems. Provide basic troubleshooting steps for users to resolve minor issues themselves.
- **Inventory Management:** Manage inventory of hardware, software licenses, and IT supplies. Order and maintain stock of replacement parts and equipment as needed.
- **Additional Duties:** Perform other related tasks as assigned by the supervisor or any other authorized person, contributing to the overall efficiency and effectiveness of the IT department.

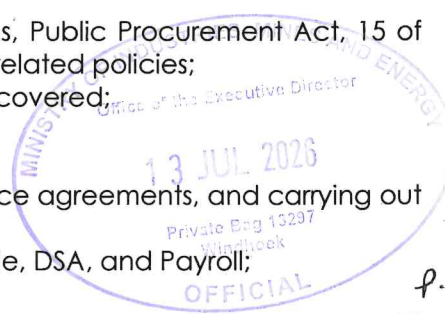
DIVISION	: HUMAN RESOURCE AND FINANCE MANAGEMENT
POST DESIGNATION	: CHIEF ACCOUNTANT GRADE 6
1x Post	: Windhoek
Scale of Salary	: N\$ 372 627 – 445 325
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum Requirement: An appropriate National Diploma in Accounting NQF Level 6 majoring in accounting (or equivalent) plus six (6) years of appropriate experience. Candidate must have worked at least four (4) years at a Senior Accountant Grade 7 or at supervisory level if coming from outside the Public Service.

Additional requirements: Candidate must be in possession of a valid driving license, Code B or Higher, with at least 1 year driving experience.

Key Responsibilities:

- Responsible for compilation of budget documents (accountability report, Medium Term Plan, and MOF forms);
- Responsible for budget preparations and the budget execution process of the Ministry;
- Assist in compiling an Appropriation Account, and prepare financial statements in respect of expenditure as required by Treasury and Office of the Auditor-General;
- Preparation of responses to Audit queries as received from the Office of the Auditor-General;
- Ensure reconciliation of expenditure and suspense accounts;
- Ensure reconciliation of the PAYE certificates and submit reconciliation statements to the Receiver of Revenue;
- Ensure submissions for external veriment of funds and ensure the correctness of posting is properly done;
- Prepare submission for foreign payments to Ministry of Finance;
- Ensure adherence to the State Finance Act, Treasury instructions, Public Procurement Act, 15 of 2015, Public Procurement Regulations and guidelines, and other related policies;
- Ensure that overpayment and underpayment are verified and recovered;
- Ensure timely preparation of the Management Account;
- Submit regular operational reports to the Deputy Director;
- Responsible for drafting the subdivision's annual plan, performance agreements, and carrying out quarterly reviews;
- Responsible for supervision of Budget, Revenue, Accounts Payable, DSA, and Payroll;



- Responsible for the supervision of the Cash office and verification of the Cash Book;
- Ensure proper control and supervision over the commitment registers;
- Prepare submissions to the Ministry of Finance in respect of treasury approvals for the availability of funds for expenditure, treasury authorization warrants, treasury authorization for the virementation of funds etc;
- Carry out preliminary investigation of suspected irregularities to avoid any loss of money by the State;
- Act as a Liaison Officer between the Ministry of Finance, Auditor-General, National Planning Commission and other O/M/As on financial matters; 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. 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 originally certified copies of ID, educational qualifications, including Academic Records and other relevant documents. Public Service employees must attach proof of confirmation of probation. All foreign qualifications must be evaluated by the Namibian Qualifications Authority (NQA) and attach proof of evaluation. A separate application must be submitted for each post applied for, the post designation and relevant post number (where applicable) must be clearly indicated on each application form. Applicants not complying with the above requirements will be automatically disqualified.

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

Enquiries: Human Resources Subdivision
Telephone: 061-284 8111

Closing Date: 17 August 2026

All applications must be addressed to:

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

OR

Hand delivered at the Ministry of Industries, Mines and Energy, 6 Aviation Road, Windhoek.



MR. TILEINGE P. NGHAAMWA
ACTING EXECUTIVE DIRECTOR

