



**REPUBLIC OF NAMIBIA**

**OFFICE OF THE PRIME MINISTER**

Private Bag 13338  
Windhoek

**DIVISION: POLICY AND PROGRAMME COORDINATION**

<b>Post</b>	:	Economist Grade 8
<b>1x post</b>	:	Windhoek
<b>Salary scale</b>	:	N\$220,828 – 263, 911
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum

**Minimum requirements:** A Bachelor Degree in Economics or an equivalent qualification on NQF level 7 with major subjects in Economics and/ or Public Policy. Applicants must demonstrate knowledge of economic and financial analysis.

**Key Performance Areas:**

- Undertake economic and financial analysis of projects.
- Prepare concepts notes on projects
- Assist with monitoring and evaluation of various projects.
- Assist the Division/Office with the coordination of its functions and liaise with other O/M/As in order to fast-track the implementation of projects, programmes and activities.
- Perform any other functions as may be delegated and/or assigned

**NB: SUCCESSFUL CANDIDATE WILL BE SUBJECTED TO THE VETTING PROCESS**

Enquiries: Ms Helvi Ilonga Tel: 061-287 2143/ Mr Paulus T Simon Tel: 061 287 2097

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**DEPARTMENT ADMINISTRATION AND INFORMATION TECHNOLOGY MANAGEMENT**  
**DIVISION: HUMAN RESOURCES SUBDIVISION HUMAN RESOURCES ADMINISTRATION AND WELLNESS**

<b>Post</b>	:	Human Resource Practitioner Grade 8
<b>2x post</b>	:	Windhoek
<b>Salary scale</b>	:	N\$220,828 – 263, 911
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum

**Minimum requirements:** A National Diploma in Human Resource Management or an equivalent qualification majoring in Human Resource Management on NQF level 6.

**Key Performance Areas:**

- Interpretation and application of the Public Service Act, Public Service Regulations and Staff Rules, Personnel Administrative Measures, Labour Act, Affirmative Action Act, Social Security Act, Delegated powers and other relevant Acts, Rules and Regulations.
- Processing and obtaining approval for advertisements, appointments, transfers, resignations, abscondments, demises, retirements, pension admissions/withdrawals, progress reports, confirmation/ extension of probation, salary increments/adjustments, overtime claims, service

bonus, medical aid scheme membership, departmental debts, removal of furniture and retirements etc.

- Calculation of leave gratuity, house loans/subsidies/rent and housing allowance and other allowances, service bonus/prorate bonus.
- Ensure that all staff movements (appointments, transfers, promotions, demotions, discharges, etc) are properly recorded and relevant information transmitted to the Office of the Prime Minister.

**Enquiries: Mr. Nelson Kashinduka Tel: 061 – 2872141/ Ms Chrissie Kaakunga 061-287 2412**

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**OFFICE OF THE EXECUTIVE DIRECTOR**

<b>Post</b>	:	Public Relations Officer Grade 8
<b>1x post</b>	:	Windhoek
<b>Salary scale</b>	:	N\$220,828 – 263 911
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum

**Minimum requirements:** A Bachelor Degree in Journalism, Media Studies or Mass Communication on NQF Level 7 or equivalent qualification. Applicants must demonstrate understanding and knowledge of prior Public Relations functions

Key Performance Area:-

- Coordinate information dissemination to internal and external Stakeholders.
- Assist to Compile News Letters/magazines, publications as well as brochures and liaise with other Directorates/ Divisions for inputs.
- Liaise with other stakeholders and render assistance in the drafting of press releases.
- Coordinate and attend all official engagements or meetings of the OPM
- Responsible for the marketing of the activities including publications and feedback pertaining to queries from outside.

**Enquiries: Ms Ellie N Ndungula Tel: 061-287 2148 / Ms Rosina Marenga [Tel:061-287 2036](tel:061-287 2036)**

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**DEPARTMENT PUBLIC SERVICE MAANGEMENT  
DIRECTORATE: REMUNERATION, BENEFIT AND INDUSTRIAL RELATION**

<b>Post designation</b>	:	Private Secretary Grade 9
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 180, 505 – 216, 499
<b>Housing Allowance</b>	:	N\$ 10, 464 per annum
<b>Transport Allowance</b>	:	N\$ 7, 680 per annum

**Minimum Requirement:** A National Diploma in Office Administration on NQF Level 6 or equivalent qualification.

**Key Performance Area:**

- Managing office of the director on daily basis.
- Follow up on action items for director, schedule and coordinate appointment
- Draft letters, emails and capture important documents electronically
- Maintain incoming , outgoing calls, organize the Office
- File all correspondences in a hard/soft copies
- Ensure reservations for meetings and trips are made and update contact lists

**Enquiries: Mr Simon Paulus 061-287 2097/ Ms. Emma Shaambedimo, Tel: 061-287 2147**

**DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT,  
DIVISION DATA CENTRE AND NETWORKS  
SUBDIVISION SECURITY & NETWORKING**

**2xPost** : **Systems Administrator, Grade 9**  
**Duty Station** : **Windhoek**  
**Scale of Salary** : **N\$ 243,812-N\$ 274,573 (P)**  
**Transport Allowance** : **N\$ 13080.00 p.a.**  
**Housing Allowance** : **N\$ 7680.00 p.a.**

**Minimum Requirements:** A B-degree NQF L7 in System Administration, Network Engineering, Computer Science, Cyber Security or equivalent, plus (3) years appropriate experience.

**Key Performance Areas:-**

- Implementing the networking requirements of the GRN and participate in the acquisition of the services of Telecommunication service providers to install, extend and commission the Government Wide Networks with redundant and failover facility.
- Monitoring, maintaining, troubleshooting and upgrade the different components of the GRN network, including Local area Networks (LAN), Wide area networks (WAN), Virtual LANs, firewalls, IP addressing, DNS, load balancing, and related networking technologies.
- Supporting Domain and LAN/WAN services. Configure and maintain DHCP services. Plan, test, and maintain Access Policies.
- Troubleshooting network devices that include PCs, printers, tablets and other mobile devices, routers and switches; desktop operating systems and virtual machines.
- Collect data in order to evaluate and optimize network or system performance.
- Interpret and solve problems when a user or an automated monitoring system alerts them that one exists.
- Maintaining systems Security, identify and resolve known vulnerabilities across the GRN ICT Infrastructure and networks.
- Implementing, tracking, and controlling the security services staffing, and operations, and ensure that facilities, premises, and equipment adhere to all applicable laws and regulations.

Enquiries: Ms Winny Dama Tel: +264 61 2872477/ Ms. Chrissie Kaakunga: Tel: +264 61 287 2412

**In terms of Affirmative Action plan, qualifying women and persons with disabilities, are encouraged to apply. Failure to complete all items on the application form for employment and not attaching CV, ID and Qualifications will disqualify the application. Qualifications obtained from foreign education institutions must be evaluated by NQA.**

**All applications for the above mentioned posts must be made on Application for Employment form 156043 and a Health Questionnaire obtainable at all Government offices be completed in full and attached a comprehensive curriculum vitae and certified copies of education qualifications and identity document must be address to:-**

**The Executive Director  
Office of the Prime Minister  
Private Bag 13338  
Windhoek**

**Or Hand Delivered to: Division Human Resources  
5<sup>th</sup> Floor, Theo-Ben Gurirab Building  
Office of the Prime Minister  
Windhoek**

**CLOSING DATE 23 SEPTEMBER 2022.**