



REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER

Tel.: (+264 61) 287 3061
Fax: (+264 61) 225 076
Ref.: **13/18/5**
Enquiries: Mr Samuel //Guruseb
E-mail: Samuel.Guruseb@opm.gov.na

Department Public Service Management
BPI House, Independence Avenue
PO Box 1117
WINDHOEK

21 JANUARY 2025

TO: SECRETARY TO THE CABINET
ALL EXECUTIVE DIRECTORS
DEPUTY AUDITOR GENERAL
DIRECTOR: NAMIBIA CENTRAL INTELLIGENCE SERVICES
CHIEF ELECTORAL AND REFERANDA OFFICER
SECRETARIES: NATIONAL ASSEMBLY/NATIONAL COUNCIL

CC: PUBLIC SERVICE COMMISSION

AMENDMENTS TO PSM CIRCULAR NO. A OF 2025

1. The following posts on the establishment of the Kavango West Regional Council, Directorate of Education, Arts and Culture which were advertised in **PSM Circular No. A of 2025 dated 14 January 2025** are hereby **amended** in terms of the **minimum requirements and supplementary selection requirements**, hence it should read as follows:

KAVANGO WEST REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE
DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT
SECTION: TEACHERS RESOURCE CENTRE (TRC)

Post Designation	:	Senior Education Officer Grade 6 (TRC Manager)
1x Post	:	Nkurenkuru
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

AMENDMENTS TO PSM CIRCULAR NO. A OF 2025 VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 JANUARY 2025,
CLOSING DATE 11 FEBRUARY 2025

Minimum requirements: An appropriate degree on NQF L8 or equivalent qualification plus 3 years appropriate experience.

OR

An appropriate Degree on NQF L7 or equivalent qualification plus an educational qualification plus 5 years appropriate experience.

Supplementary Selection Requirements:

- Candidate must be in possession of a valid driving License Code B.
- Computer Literate

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: DIAGNOSIS, ADVISORY AND COUNSELLING SERVICES (DATS)

Post Designation	:	Senior Education Officer Grade 6
1x Post	:	Nkurenkuru Regional Office
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: An appropriate degree on NQF L8 or equivalent qualification plus 3 years appropriate experience.

OR

An appropriate Degree on NQF L7 or equivalent qualification plus an educational qualification plus 5 years appropriate experience.

Supplementary Selection Requirements:

- An appropriate Degree or equivalent qualification in inclusive Education / Education Psychology / Special Education or related fields on NQF L8 plus 5 years appropriate experience or an appropriate Degree or equivalent qualification in inclusive Education / Education Psychology / Special Education or related fields on NQF L7 plus 6 years' appropriate experience.
- Candidate must be in possession of a valid driving License Code B.
- Computer Literate

NB: Complete a prescribed application form in full **"Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application"**

The possibility is not excluded that errors might have been made in the compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been so advertised. If such errors occurred and later discovered, the **Ministry reserves the right not to fill such posts.**

NB: Prospective applicants who **do not meet** the appointment requirements as outlined above are advised **not to apply**. Only Candidates who meet the prescribed appointment requirements will be considered for possible short listing.

Please send applications on prescribed forms to:

**The Regional Director
Directorate of Education, Arts and Culture
Subdivision Human Resource
Private Bag 6193
Nkurenkuru**

**OR
Hand Delivery at:
Kavango West Regional Education Office
Nkurenkuru (Matukuchila complex behind Shoprite)
HR Office.**

Inquiries: Mr. Nicolaus Nambase Mpasi Tell: 066-274 2000

2. The following posts on the establishment of the Kavango West Regional Council, Directorate of Education, Arts and Culture which were advertised in **PSM Circular No. A of 2025 dated 14 January 2025** are hereby **cancelled with immediate effect**;

KAVANGO WEST REGIONAL COUNCIL

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: SCHOOLS
CIRCUIT: KANDJIMI**

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 8-9)
1x Post	:	Nkurenkuru Combined School
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

CIRCUIT: KANDJIMI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 8-9)
1x Post	:	Simanya Combined School
Salary Scale	:	N\$354,883 - N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

CIRCUIT: NCUNCUNI

Post Designation	:	Head of Department Grade 6 Pre-primary-Grade 3
1x Post	:	Nakazaza Combined School
Salary Scale	:	N\$354,883 - N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

CIRCUIT: MPUNGU

Post Designation	:	Head of Department Grade 6 English and Rukwangali Grade 4-7
1x Post	:	Mukekete Senior Secondary School
Salary Scale	:	N\$354,883 - N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

CIRCUIT: NZINZE

Post Designation	:	Head of Department Grade 6 (Mathematics and Natural Sciences Grade 8 -11)
1x Post	:	Tondoro Combined School
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience **Or** An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus one (1) year teaching qualification plus 6 years teaching experience.

NB: Complete a prescribed application form in full **“Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application”**

The possibility is not excluded that errors might have been made in the compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been so advertised. If such errors occurred and later discovered, the **Ministry reserves the right not to fill such posts.**

NB: Prospective applicants who **do not meet** the appointment requirements as outlined above are advised **not to apply**. Only Candidates who meet the prescribed appointment requirements will be considered for possible short listing.

Please send applications on prescribed forms to:

AMENDMENTS TO PSM CIRCULAR NO. A OF 2025 VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 JANUARY 2025,
CLOSING DATE 11 FEBRUARY 2025

The Regional Director
Directorate of Education, Arts and Culture
Subdivision Human Resource
Private Bag 6193
Nkurenkuru

Or hand delivery at:

Kavango West Regional Education Office
Nkurenkuru (Matukuchila complex behind Shoprite)
HR Office.

Inquiries: Mr. Nicolaus Nambase Mpasi Tell: 066-274 2000

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3. The following posts on the establishment of the Ministry of Agriculture, Water and Land Reform **were omitted from PSM Circular No. A of 2025, dated 14 January 2025**, hence they should be included;

MINISTRY OF AGRICULTURE, WATER AND LAND REFORM

DIRECTORATE: SURVEY AND MAPPING

**DIVISION: MAPPING, GEOSPATIAL DATA AND INFORMATION MANAGEMENT
(MGDIM)**

Post Designation	:	Chief Geospatial Grade 5
1xPost	:	Windhoek
Scale of salary	:	N\$ 432, 601 –N\$ 517, 195
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Appointment Requirement: An appropriate B Degree in Geomatics (or equivalent) in the following fields: Photogrammetry or Geo-Information Technology or Land Surveying. Must have sufficient knowledge of computer operating system and geospatial databases. The Candidate must have a minimum of five (7) years appropriate work Experience.

Competence required: Able to set and revise coordinates parameters and projection systems, able to use mapping and GIS software, able to start and conclude cartographic processes of different base maps layout, cartographic color schemes, palette mapping, able to develop technical specifications for topographic base maps, able to design and develop technological map tools in relation to geospatial databases and systems, able to design cartographic presentations, visualization and symbology, able to produce professional offset-print for printable maps, able to manage and integrate national aerial survey and geospatial topographic datasets, able to develop and manage integrated topographic and cartographic datasets, familiar with mapping, geodata integration, should be familiar with creation of mapping symbology and photogrammetry environment, must have knowledge of formulating tender specifications and Terms of References for projects.

AMENDMENTS TO PSM CIRCULAR NO. A OF 2025 VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 JANUARY 2025, CLOSING DATE 11 FEBRUARY 2025

Main Duties: The provision of technical services of implementation and maintenance of data model, integration of geo-spatial data model, standardised geospatial data functions, evaluate GIS data base integrity, digital mapping techniques, mapping standards, topographic production procedures and technologies, development of cartographic web-based tools development of topographic map symbology, template and layout, colour, style. Provide technical capacity in recording and implementation of national projection and coordinate systems.

Knowledge of Appropriate Legislation: Land Survey Act No 33 of 1993, Town and Planning Legislation Act, Statistic Act plus NSDI Policy, Public Service Act (Act 13 of 1995); Agricultural (Commercial) Land

Enquiries: Mr. Ndilipunye Shanyengana (Surveyor General): Tel: 061 296 5039

**DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION: CROP RESEARCH AND PRODUCTION
SUBDIVISION: CROP RESEARCH**

Post designation	:	Agricultural Scientific Officer Grade 8
2xPosts	:	(A) Mannheim Crop Research Station (B) Omahenene Crop Research Station
Salary Scale	:	N\$ 238, 825 – N\$ 285, 420 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ N\$ 10, 512 per annum
Remoteness Allowance	:	(A) Mannheim Crop Research Station - N\$ 9000 per annum, (B) Omahenene Crop Research Station - N\$ 13 800 per annum

Appointment Requirements : Appropriate Bachelor of Science (B.Sc.) Degree in Agriculture majoring in Crop Science with on NQF level 8 with a thorough knowledge of all theoretical and practical aspects pertaining to crop science. The candidate must be in possession of a valid driver's license.

Recommendation

The candidate must be willing to travel and do extensive field work.

Major functions

- Conduct crop research relevant to customers' needs.
- Provide quality specialized services and products to the agricultural sector.
- Create awareness about innovations and initiatives.
- Establish collaborative links with appropriate organizations
- Provide research results to relevant organizations including sister directorates for further dissemination.
- Provide specialized services, such as performance testing, statistics, plant identifications, conservation, advice, training, etc.
- Conserve plant genetic resources.

- Manage research and development facilities and projects, finances, assets and human resources.
- Liaise and collaborate with relevant national, regional and international initiatives, networks and programmes.
- Publish and disseminate research findings.
- Collaborate in development of relevant policies and strategies.

Enquiries: Ms. Irene Mundjele (065) 259027 or Ms. Martha Shigwedha (067) 222121

**DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION: CROP RESEARCH AND PRODUCTION
SUBDIVISION: CROP RESEARCH**

Post Designation	:	Senior Agricultural Technician Grade 8
1xPost	:	Okashana Crop Research Station
Salary Scale	:	N\$167, 054 –N\$ 199, 645 per annum
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum
Remoteness Allowance	:	Okashana Crop Research Station - N\$ 9000 per annum

Appointment Requirements: A National Diploma in Agriculture at NQF Level 6 plus four (4) years of appropriate experience with specific emphasis on crop production OR a two (2) years standardized Agricultural Diploma plus six (6) appropriate years of experience with specific emphasis on crop production. Main subjects should include agronomy, horticulture, and vegetable production amongst others.

Additional Requirements: Candidates must be a Namibian citizens, computer literate and in possession of a valid driving license. Must be able to assist with supervision of research trials and willing to reside full time on the farm in execution of his/her duties.

Duties and Responsibilities:

- Supervise research and farming activities
- Assist in the training of seed growers and demonstration during farmers information days to relevant stakeholders
- Implement the research trials as set out in the research protocols
- Liaise with the Senior and Agricultural Scientific Officer for all the research data and any other relevant information regarding the research trials
- Provide specialized services, such as statistics, plant and pests identifications, conservation, advice, training, etc.
- Conserve plant genetic resources.
- Manage research and development facilities and projects, finances, assets and human resources.
- Advice and train producers on specific farming practices
- Execute farm planning which include irrigation systems, equipment, machinery and implements

Enquiries: Mr. Alfeus Nghishekwa (065) 285307

DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT

DIVISION: CROP RESEARCH AND PRODUCTION

SUBDIVISION: CROP RESEARCH

Post Designation : Agricultural Technician Grade 9
2xPosts : (A) Bagani Crop Research Station
(B) Omahenene Crop Research Station
Scale of Salary : N\$ 195, 216 –N\$ 234, 144
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum
Remoteness Allowance : (A) Bagani Crop Research Station - N\$ 13 80 per annum, (B) Omahenene Crop Research Station - N\$ 13 800 per annum

Appointment requirements: An appropriate National Diploma in Agriculture on NQF L6 OR a two (2) years tertiary standardized Diploma in Agriculture plus two (2) years of appropriate experience. The candidate must be computer literate and must be in possession of a valid driver's license.

Additional Requirements: Must be a Namibian citizen. Willing to reside full time on the farm in execution of his/her duties.

Duties and responsibilities:

- Render assisted to scientific officers in systematic data collection and other research Material/activities.
- Observe and take certain measurements on crop research trials.
- Process and tabulate the data and draw up reports.
- Manage crop research trials and oversee seed multiplication activities.
- Advice and train producers on specific farming practices
- Execute farm planning which include irrigation systems, equipment, machinery and Implements.

Enquiries: Mr. Amon Mhuulu 0812556655 and Mr. Mikka Shilompoka (065) 259057

DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT

DIVISION: PRODUCT DEVELOPMENT, TRAINING & QUALITY ASSURANCE

SUBDIVISION: MASHARE AGRICULTURE DEVELOPMENT INSTITUTE

SECTION: TRAINING

Post Designation : Agricultural Scientific Officer Grade 8

1xPost	:	Mashare Agricultural Development Institute, Kavango East Region
Scale of Salary	:	N\$ 227, 453 – N\$271, 828
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum

Appointment Requirements: An appropriate Bachelor Degree (Honours) at NQF Level 8, majoring in Crop Science OR Livestock OR an appropriate equivalent qualification at NQF Level 8. The candidate must be computer literate and must be in possession of a valid driving licence. A Master Degree at NQF Level 9 specializing in the field of agriculture will be an added advantage.

Candidates are expected to have a strong theoretical and practical knowledge of crops, horticulture, and animal production. Proven experience in developing and delivering agricultural training programs. Training of Trainers skills are required for training in Vocational Education and Training (VET) in agriculture with excellent communication, presentation, and facilitation skills. Ability to work both independently and as well as in a team is recommendable.

Major Functions:

- Develop and deliver training programs for farmers and vocational students in various agricultural disciplines, including crops, horticulture, animal production, and agricultural machinery.
- Conduct needs assessments to identify training gaps and design programs that meet the specific needs of farmers and students.
- Prepare training materials, including presentations, handouts, and demonstrations.
- Monitor and evaluate training programs to assess student progress and make necessary improvements.
- Provide practical demonstrations and hands-on training on agricultural techniques and technologies.
- Conduct workshops, seminars, and field days to disseminate agricultural knowledge and best practices.
- Collaborate with researchers and extension officers to develop training materials that meet the specific needs of target audiences.
- Ensure that training programs are up-to-date and aligned with current agricultural research and best practices.
- Conduct field visits and demonstrations to farmers and other agricultural stakeholders
- Prepare reports and publications on training activities and research findings.
- Ensure adherence to all relevant rules and regulations

Enquiries: Mr Clemens //Khaiseb, Deputy Director +264 81 166 5247

DIRECTORATE OF AGRICULTURAL PRODUCTION, EXTENSION AND ENGINEERING SERVICES (DAPEES)

DIVISION: NORTHERN CENTRAL DIVISION (ONGWEDIVA)

SUBDIVISION: OMUSATI (OUTAPI)

SECTION: LIVESTOCK AND LAND USE ADVISORY SERVICES (OMUSATI REGION)

(DAPEES)

Post Designation	:	Agricultural Technician (Grade 9)
2xPosts	:	Okalongo and lipanda Agricultural Development Center (ADC)
Scale of Salary	:	N\$195,216 – N\$234,144 per annum
Housing Allowance	:	N\$ 13 944 per annum
Transport Allowance	:	N\$10,512.00 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum - lipanda Agricultural Development Center (ADC), Okalongo ADC – None

Appointment requirements: An appropriate National Diploma in Agriculture on NQF Level 6 OR a two (2) years tertiary standardized Diploma in Agriculture plus two (2) years of appropriate working experience.

The candidate must be computer literate and must be in possession of a valid Driving License.

Main Duties are as follows:

- To provide Agricultural Extension Services in the form of communication, advisory and training services to the community.
- To mobilize, train and empower farming communities.
- To coordinate the support provided by stakeholders to the farming community.
- To improve food security at household and national level.
- To contribute to the implementation of an effective drought preparedness/awareness plan.
- To contribute to the implementation of an effective pest control / awareness / monitoring plan.
- Report to the Senior Agricultural Technician with regard to issues related to mobilised communities and adoption of Agricultural technologies.
- To implement community level monitoring systems with farmers and communities.
- Involve service providers and other stakeholders in a multidisciplinary team, to support community action planning.
- Ensure the proper and efficient use of Government property.

Enquiries: Ms Anatolia Shaanika, Chief Agricultural Scientific Officer, Tel: 065 – 251 626

DIRECTORATE OF AGRICULTURAL PRODUCTION, EXTENSION AND ENGINEERING SERVICES (DAPEES)

DIVISION: DAPEES SOUTHERN AND EASTERN REGIONS (MARIENTAL)

SUB DIVISION: HARDAP REGION

Post Designation	:	Chief Agricultural Scientific Officer Grade 5
1xPost	:	Mariental (Hardarp Region).
Scale of salary	:	N\$ 432,601 –N \$517, 195 per annum
Housing allowance	:	N\$ 17,424. 00 per annum

Transport allowance : N\$ 10,512. 00 per annum

Minimum Requirements: An appropriate B-degree on NQF Level 8 in specialising in Livestock/Animal Science OR Rangeland Management OR Pasture Management OR Agricultural Economics OR Crop Science or equivalent qualification (NQF Level 8) PLUS six (6) years appropriate experience. A Masters' Degree or a Ph. D-degree will be a definite advantage.

A high level of analytical skills in planning and financial management, strong communication and scientific report writing, knowledge and skills in basic computing, demonstrated interpersonal skills in working with a multidiscipline team is expected. Must be familiar with and have knowledge of the Namibian Constitution, NDP's, especially NDP 5, Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules and other legislation.

NB: The candidate must have a drivers' license.

NB: A FULL JOB DESCRIPTION WILL BE AVAILABLE ON REQUEST

Enquiries: Mr. Ben Haraseb Tel: (061) 208 7458; Ms. Lydia Kasita (Chief HR Practitioner); Tel: 061-208 7111.

Post Designation	:	Senior Agricultural Technician Grade 8
2xPosts	:	Onayena and Tses Agricultural Development Center
Scale of Salary	:	N\$ 238, 825 – N\$285, 420 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum (Onayena ADC), N\$ 9 000 per annum (Tses ADC)

Minimum Requirements: An appropriate National Diploma in Agriculture (NQF Level 6) or equivalent qualification **PLUS** four (4) years appropriate experience in different agricultural disciplines and Human Resource Management as well as Finance (budget control). A high level of analytical skills in planning and financial management, strong communication and scientific report writing, knowledge and skills in basic computing, demonstrated interpersonal skills in working with a multidiscipline team is expected. The familiar must be familiar with and have knowledge of the Namibian Constitution, NDP's, especially NDP 5, Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules and other legislation. **The candidate must have a drivers' license.**

NB: A FULL JOB DESCRIPTION WILL BE AVAILABLE ON REQUEST.

Enquiries: Mr. Nelson Ngarizemo (Chief Agricultural Scientific Officer: /Karas Region) Tel: (063)223268; Ms. Diina Shivute (Chief Agricultural Scientific Officer: Oshikoto Region) Tel : (065) 248980.

DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: OSHANA
SECTION: LAND USE PLANNING AND ALLOCATION

AMENDMENTS TO PSM CIRCULAR NO. A OF 2025 VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 JANUARY 2025,
CLOSING DATE 11 FEBRUARY 2025

Post Designation	:	Development Planner Grade 8
1xPost	:	Oshakati
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$10, 512 per annum

Minimum Requirements: An appropriate B-Degree at NQF 7 in Land Management OR Land Administration OR Land Use Planning OR Geographical Information System (GIS) with related subjects or relevant experience. Candidate must be computer literate with knowledge in remote sensing, Word Processing, Word, Excel and other software such as **Geographical Information System (GIS)** and able to use a **Global Positioning System (GPS)**. A valid driving licence code B is compulsory.

Main Duties

- Assess agricultural land offered to the State for sale.
- Demarcate Government farms into farming units for resettlement purpose.
- Coordinate the physical allocation of resettlement beneficiaries
- Facilitate the implementation of the Integrated Land Use Plans
- Ensure implementation of the Sectoral land use initiatives and land zones
- Ensure monitoring of land use plan and coordinate the regional land use zoning in line with regulatory framework
- Carry out land use monitoring for resettlement farms and provide other related extension services related to land use.
- Participate in the updating and implementation of Regional Integrated Land Use Plans
- Provide technical support to both Communal Land Board and Regional Resettlement Committee
- Ensure coordination and implementation of land use activities in the region
- Assist with the assessment of State land applied for leaseholds or Occupational land rights
- Ensure the implementation of Performance Management System (PMS) for the Section
- Perform any other duties as assigned by the Supervisor.

NB: Due to the decentralization, the successful candidate must be prepared to be seconded to the Regional Council.

Enquiries: Ms. Melania liputa Telephone: Cell No: 081 1438553/Ms. Tuwilika I. Shidute, Telephone: 061-208 7452

DIRECTORATE: RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISION LANDS: OSHANA
SECTION: LAND BOARDS, TENURE AND ADVICE

Post Designation	:	Development Planner Grade 8
1xPost	:	Oshakati
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Housing allowance	:	N\$ 17, 424 per annum

AMENDMENTS TO PSM CIRCULAR NO. A OF 2025 VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 JANUARY 2025, CLOSING DATE 11 FEBRUARY 2025

Transport allowance : N\$10, 512 per annum

Minimum Requirements: An appropriate B-Degree at NQF 7 (or equivalent qualification) in Land Management OR Land Administration OR Land Use Planning OR GIS and Remote Sensing with related subjects, relevant experience on Geographical Information System (GIS) and Namibia Communal Land Administration System (NCLAS) will be an advantage. Candidate must be computer literate with knowledge of Word Processing, Power Point, and Excel, able to use Global Positioning System (GPS) for mapping and verification, report writing skills, minutes taking etc. **A valid driving licence code B is compulsory.**

Main Duties

- Provide technical support to Land Boards, Tenure and Advice Section
- Provide support to the Communal Land Board and Traditional Authorities
- Provide Secretarial services to the Communal Land Board
- Deal with awareness creation on the provisions of the Communal Land Reform Act and other legislations
- Responsible for mapping and verification of communal land rights in the region
- Process communal land rights' applications
- Update, manage and maintain the communal land register, Communal Land Board documentations and database
- Deal with the processing of billing and collection of annual rental fees as per the communal lease agreements
- Compile Communal Land Board reports
- Responsible for the monitoring of communal lease conditions for adherence
- Coordinate the registration of communal land rights
- Ensure that Communal Land Board activities are well coordinated in the region as well as implementation of the Land Board resolutions
- Ensure the implementation of Performance Management System (PMS) for the Section
- Perform any other official duties as assigned by supervisor

NB: Due to the decentralization, the successful candidate must be prepared to be seconded to the Regional Council.

Enquiries: Ms. Melania Iiputa Telephone: Cell No: 081 1438553/Ms. Tuwilika I. Shidute, Telephone: 061-208 7

DIRECTORATE: RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION

DIVISION: LANDS OSHIKOTO

SECTION: RESETTLEMENT

Post Designation	:	Development Planners Grade 8
2xPosts	:	Tsumeb
Salary Scale	:	N\$ 238, 825 – N\$ 285, 420 per annum
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate B-Degree in Land Management OR Land Administration OR National Resource Management or related Degree on NQF Level 7. Candidates must be computer literate. **A code B valid driver's license is compulsory.**

Main Duties

The main responsibility of the incumbent is to ensure provision of support services to the Division

Manage Resettlement Programme in the Region.

- Serve as Secretary to Regional Resettlement Committee.
- Implementation of Regional Resettlement Committee recommendations and the Land Reform Advisory Commission resolutions.
- Receiving and filling of resettlement applications and preparations of evaluation tables for resettlement meeting and other logistics pertaining to the Regional Resettlement Committee.
- Updating of the Resettlement Database, revenue collection from resettlement leases.
- Conduct monitoring for compliance to lease conditions investigations on resettlement farms.
- Investigate farms disputes and make recommendations to via the Chief Development Planner to the Regional Deputy Director of Lands or Regional Resettlement Committee to solve disputes.
- Attend to farm infrastructure rehabilitation and/or development complains and enquires and facilitate the resolution of such complains.
- Awareness creation on the Agricultural Commercial Land Reform Act, 1995 (Act No. 6 of 1995)
- Perform any other official duties as assigned by Supervisor.

NB: Due to decentralization, the successful candidate must be prepared to be seconded to the Regional Council.

Enquiries: Ms. Tuwilika I. Shidute, Telephone: 061-208 7452

DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION

DIVISION: LANDS OSHIKOTO

SECTION: LAND BOARD TENURE AND ADVICE

Post Designation	:	Development Planners Grade 8
1xPost	:	Tsumeb
Salary Scale	:	N\$ 238, 825 – N\$ 285, 420 per annum
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate B-Degree in Land Management OR Land Administration OR National Resource Management OR Geographical Information System (GIS) OR related Degree on NQF Level 7 with Land administration core subjects. Candidates must be computer literate. **A code B valid driver's license is compulsory.**

Main Duties

- Serve as Secretary to the Communal Land Board;
- Provide administrative support to the operations of Communal Land Board;
- Provide technical advice and assist the Communal Land Board on matters pertaining to land dispute and appeals;
- Facilitate logistics of investigations by the Communal Land Board;
- Plan, Coordinate and execute regional activities related to the administration of communal land in line with the Communal Land Reform Act (Act No. 5 of 2002) as amended;
- Serve as link between the Communal Land Board and Traditional Authorities with regard to the registration of communal land;
- Conduct awareness on the Provisions of the Communal Land Reform Act (Act No. 5 of 2002) as amended in the Region;
- Coordinate communal land registration (verification and mapping of land parcels) in the Region;
- Facilitate the collection of revenue from communal leasehold land rights;
- Facilitate updating and digitizing data for production of land parcels maps and certificates;
- Implement the Communal Land filing systems;
- Database management of the subsection: Land Board;
- Implementation of ministerial policies, plans and programmes at sectional level;
- Perform any other duty as assigned by supervisor or Regional Deputy Director.

NB: Due to decentralization, the successful candidate must be prepared to be seconded to the Regional Council.

Enquiries: Ms. Tuwilika I. Shidute, Telephone: 061-2087452

Applicants should note the following:

- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment;
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- Applicants who only partially complete and or do not sign application forms, or who do not attach originally certified Identification Documents, Qualifications and no CVs attached will be disqualified. Hence applicants must fully complete the application form including Health Questionnaire;
- Where it is not applicable, applicants must indicate not applicable;
- Please note that all documentations must be originally certified and must be attached to the application forms;
- Applicants must use one (1) application form for each position applied for;
- Applicants in designated groups particularly women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply;

- Only shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents will be returned to the applicants;
- Faxed applications will not be considered and ;
- Applications (Form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director
Ministry of Agriculture, Water and Land Reform
Private Bag 13184
Windhoek**

Or

Hand delivered at:

**Ministry of Agriculture, Water and Land Reform
Luther Street
Government Office Park
Windhoek**

Kindly circulate the attached notice to all staff members in your Offices/Ministries/Agencies/RCs. Any inconvenience caused is greatly regretted.

Signed by:

**SUSAN NTEMA
ACTING DEPUTY EXECUTIVE DIRECTOR: DPSM**