



**REPUBLIC OF NAMIBIA**  
**OFFICE OF THE PRIME MINISTER**

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

**07 April 2026**

**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**

**PSM CIRCULAR NO. C OF 2026**

**VACANCIES IN THE PUBLIC SERVICE OF NAMIBIA**

The vacancies contained in the annexure currently exist on the establishments of various Offices/Ministries/Agencies. You are herewith requested to timeously bring this circular to the attention of all staff members who may qualify within your Office/Ministry/Agency. Candidacy is not limited to Public Servants. Preference will be given to Namibian Nationals.

**INSTRUCTIONS**

1. All requests for internal advertisements are to be forwarded by e-mail to Mr Petrus Muhepa at [Petrus.Muhepa@opm.gov.na](mailto:Petrus.Muhepa@opm.gov.na), not later than the 10<sup>th</sup> of each month at 14H00. **The Offices/Ministries/Agencies are requested to ensure that only approved funded essential services posts are forwarded for advertising. Approval must be obtained from the Secretary to Cabinet and the posts must be budgeted for.**

2. Offices/Ministries/Agencies must take full responsibility to ensure that any e-mail sent to the Department is not virus infected because it will not be opened and processed. The consequences will be borne by the Office/Ministry/Agency whose e-mail contains viruses. In the event of any computer dysfunction at the above e-mail address, an alternative e-mail address will be provided.
3. Offices/Ministries/Agencies who have decentralized their human resources functions retain the responsibility of co-coordinating their recruitment and advertising efforts. This office will only deal with the headquarters.
4. All Offices/Ministries/Agencies are urged to make sure that the contents of the requests e-mailed for advertising are correct in all respects because this office will not edit nor take the responsibility for any wrongly placed advert.

**(a) To Candidates**

**NB: Candidacy is not limited to Public Servants only. Preference will be given to Namibian Nationals.**

- (i) **Applications (on form 156043) must be addressed to the Executive Director of the relevant Office/Ministry/Agency at the address indicated in the annexure and must be submitted via the Human Resource Office.**
- (ii) **Applications must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).**
- (iii) **All parts of the application form must be completed. Where the space in parts G and F of the application form are inadequate, it is acceptable for the candidate to refer to the CV for details.**
- (iv) **A separate application must be submitted for each post applied for and the number of the circular as well as the post designation and relevant post number (where applicable) must be clearly indicated on each application form (form 156043).**
- (v) **The required appropriate experience referred to in the annexure includes all previous appropriate experience, irrespective of which rank or post it was acquired in, as well as appropriate experience gained whilst employed in the private sector (where applicable).**
- (vi) **Note must be taken that competition for vacancies have been limited. Staff members must have completed their probation successfully and**

may only compete for vacancies, which are on the next higher grade/post level (e.g. a Senior Administrative Officer Grade 10 whose probation is confirmed can apply for a vacancy of Chief Administrative Officer Grade 8).

**(b) To Offices/Ministries/Agencies of Candidates**

(i) Each application that is received by the Human Resource Office must be submitted to the relevant Office/Ministry/Agency at the address indicated in the annexure, under cover of the prescribed form ZO/352(1).

(ii) Representations for retention of services:

- The Public Service Commission considers the movement of staff members on promotion between Offices/Ministries and Agencies as a sound staff practice and it will consider applications for the retention of services only in exceptional circumstances.
- Representations in this connection must, at the time when the prescribed form ZO/352(1) is forwarded, be directed to the Commission. A remark to this effect in remark column is not permissible. The Commission will not receive representations received after it has already made a recommendation for filling of a post, which involved transfer between Offices/ Ministries/Agencies. Once approved the transferred staff member is in the employ of the new Office/Ministry/Agency.
- Any temporary arrangements between the affected two Executive Directors for the short-term retention of the staff member will be mutual agreement between those permanent secretaries. If necessary formal secondment can be resorted to if the situation so dictates (*vide* PSSR BVII/IX on secondment)

**(c) To the Offices/Ministries/Agencies whose vacancies are contained in the Annexure**

(i) Applications which do not meet the requirements set out in paragraphs 4(a)(i), (ii) and (iii) as well as paragraph 4(b)(i) above, must be returned without further delay to the relevant Office/Ministry/Agency for rectification.

(ii) Applications are scheduled on form ZO/353(1) according to the prescriptions contained in PSSR B.II/II.

(iii) The schedule [form ZO/353(1)] as well as the application form and other relevant documents of all scheduled candidates must be submitted to



this department together with the letter of nomination. Full motivation must be provided with regard to the candidates not nominated. The last column on the right-hand side of the schedule [form ZO/353(1)] must be used for this purpose.

### **General**

Candidates as well as Offices/Ministries/Agencies are advised to take cognizance of the provisions of PSSR B.II/II, especially paragraphs 2.6, 2.7 and 2.8 of the said chapter.

5. All staff members who were appointed/promoted/transferred to job designations or job categories with relaxation of the prescribed educational qualifications will no longer be allowed to advance further in the job categories for which relaxations were granted, unless they obtain the prescribed educational qualifications required for the job designations they are aspiring to.
  
6. **CLOSING DATE: 07 May 2026**

*Signed by Joyce W. Mukubi*  
**JOYCE W. MUKUBI**  
**DEPUTY EXECUTIVE DIRECTOR: DPSM**



## MANAGEMENT CADRE

### OMUSATI REGIONAL COUNCIL

#### DIRECTORATE: GENERAL SERVICES DIVISION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Deputy Director Grade 4
1xPost	:	Outapi
Scale of Salary	:	N\$517, 195 –N\$ 543, 728
Housing Allowance	:	N\$121, 560 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$83, 106 per annum
Running Cost	:	N\$27,811 per annum

**Minimum Requirement:** A B-Degree at NQF Level 7 plus nine (9) years appropriate experience.

**Supplementary Requirements:** Candidate must have served Five (5) years and above at a Specialized/Senior Supervisory level i.e Grade 6 or equivalent level if coming from outside the Public Service (applicants from outside the Public Service must attach proof of their current levels). Preference will be given to candidates with a B-Degree in Human Resources Management or equivalent qualification.

#### Main duties:

- Advises the Accounting Officer and other Line Managers on all human resources related matters.
- Coordinates the training and development of human resources.
- Facilitate the implementation of the Performance Management System.
- Ensure the implementation of the Regional Council's resolutions on human resources matters.
- Responsible for the compilation of the human resources budget.
- Responsible for preparation, implementation, revision and monitoring of the Affirmative Action Plans for the Regional Council.
- Spearheads the implementation of workplace wellness program.
- Ensures statistical reports are submitted to the Office of the Prime Minister.
- Carry out any other official duties assigned from time to time.

**Enquiries:** Mr M. Senalye/Ms. H. N. Mungandjela @ 065 251019

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#### DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION

Post Designation	:	Deputy Director Grade 4
1xPost	:	Outapi
Scale of Salary	:	N\$517, 195 –N\$ 543, 728
Housing Allowance	:	N\$121, 560 per annum
Motor Vehicle Allowance	:	

**Capital Cost** : N\$83, 106 per annum  
**Running Cost** : N\$27,811 per annum

**Minimum Requirement: Minimum Requirement:** A B-Degree at NQF Level 7 plus nine (9) years appropriate experience.

**Supplementary Requirements:** Candidate must have served Five (5) years and above at a Specialized/Senior Supervisory level i.e Grade 6 or equivalent level if coming from outside the

Public Service (applicants from outside the Public Service must attach proof of their current levels). Preference will be given to candidates with a B-Degree in Public Administration/Management, Logistics and Supply Chain Management or Public Sector Procurement Management or equivalent qualification. Knowledge and experience in Public Procurement will serve as an added advantage.

**Main duties:**

- Monitors procurement process and adhere to procedures.
- Supervises the functions of auxiliary services, constituency support and settlement administration.
- Ensure deliveries of procurement contracts.
- Compile Divisional budget.
- Ensures maintenance of Council's assets and records management.
- Compiles and submit monthly, quarterly and annual reports to the Directors.
- Coordinates and implements Disaster Risk Management activities.
- Participates in the formulation and implementation of the Council Strategic Plan.
- Ensures timely dissemination of minutes, agendas, notices and correspondences for Council and Management Committee Meetings.
- Oversees the implementation of policies and directives.
- Carry out any other official duties assigned from time to time.

**Enquiries:** Mr M. Senalye/Ms. H.N. Shimuningeni @ 065 251019

**NB!**

- Applicants with foreign qualifications must attach an evaluation letter of their qualification issued by Namibia Qualifications Authority.
- Applications must be submitted on Form 156043 (obtainable from any Public Service Office) and should be accompanied by a comprehensive CV and certified copies of Educational Qualifications and Identity Document.
- Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.
- Failure to complete all items on the application form for employment and not attaching all necessary documents will disqualify the application.

**Applications must be addressed to:**

**The Chief Regional Officer  
Omusati Regional Council**

Omusati Regional Council  
Private Bag 523  
Outapi

Or Hand delivered @

Erf 1080, Namaungu Street  
Omusati Regional Council, Head Office  
Human Resources Office, Room D-3  
Outapi

Enquiries: Mr M. Senalye/Ms. H.N. Shimuningeni @ 065 251019

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## OMUSATI REGIONAL COUNCIL

**DIRECTORATE: GENERAL SERVICES**  
**DIVISION: ADMINISTRATION**  
**SUBDIVISION: AUXILLIARY SERVICES**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1xPost</b>	:	Outapi
<b>Scale of Salary</b>	:	N\$354, 883 – N\$424, 119
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirement:** A National Diploma or equivalent qualification at NQF Level 6.

### **Supplementary Requirements**

Candidate must have served Six (6) years appropriate experience of which Two (2) years should be at supervisory level of Chief Administrative Officer Grade 8 or equivalent supervisory level. Preference will be given to candidates with a National Diploma in Public Management/Administration or Logistic and Supply Chain Management or Public Sector procurement Management or equivalent qualification. Knowledge and experience in Public Procurement will serve as an added advantage.

### **Main duties:**

- Supervises the functions of the Subdivision Auxiliary Services.
- Draws up and oversee fleet management, stock control and procurement process for the Regional Council.
- Participates in the development of the Strategic Plan.
- Monitors, adherence to policies and directives.
- Participates in the development and implementation of the Annual Plan.
- Prepares budget for the Subdivision.
- Implement Performance Management System.
- Carry out any other official duties assigned from time to time.

### **NB!**

- Applicants with foreign qualifications must attach an evaluation letter of their qualification issued by Namibia Qualifications Authority.
- Applications must be submitted on Form 156043 (obtainable from any Public Service Office) and should be accompanied by a comprehensive CV and certified copies of Educational Qualifications and Identity Document.
- Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.
- Failure to complete all items on the application form for employment and not attaching all necessary documents will disqualify the application.

**Applications must be addressed to:**

**The Chief Regional Officer**