



REPUBLIC OF NAMIBIA

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

NOTICE BOARD

VACANCIES

{NINE (9) VACANT POSTS}

DIRECTORATE: YOUTH DEVELOPMENT

(OFFICE OF THE DIRECTOR)

Post Designation : Private Secretary Grade 9
One (1) Post : Windhoek
Scale of Salary : N\$185 920 – 222 994
Housing Allowance : N\$ 11 616.00 per annum
Transport Allowance : N\$ 8 760.00 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Office Administration or Management or related Secretariat field of study plus two (2) years' experience in office administration or management.

Enquiries:

Mr Nicolars N Tembwe, Cellphone: 081 126 1600
Mrs Tuyenikelao P Fabianus, Cellphone: 081 146 3423

DIRECTORATE: SPORT DEVELOPMENT

(OFFICE OF THE DIRECTOR)

Post Designation : Private Secretary Grade 9
One (1) Post : Windhoek
Scale of Salary : N\$185 920 – 222 994
Housing Allowance : N\$ 11 616.00 per annum
Transport Allowance : N\$ 8 760.00 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Office Administration or Management or related Secretariat field of study plus two (2) years' experience in office administration or management.

Enquiries:

Ms Johanna N Manuel, Cellphone: 081 149 8885
Mrs Tuyenikelao P Fabianus, Cellphone: 081 146 3423

All official correspondence must be addressed to the Executive Director



DIRECTORATE GENERAL SERVICES

DIVISION: FINANCE

SECTION: REVENUE AND BUDGET CONTROL

Post Designation : Accountant Grade 8
One (1) Post : Windhoek
Salary Scale : N\$227 453 – 271 828
Housing Allowance : N\$ 14 520 per annum
Transport Allowance : N\$ 8 760 per annum

Minimum Requirements: A National Diploma or equivalent qualification on NQF Level 6 majoring in Accounting.

Additional Requirements: Preference will be given to applicants in possession of Bachelor Degree or equivalent qualification on NQF Level 7 majoring in Accounting.

Enquiries:

Mrs Jolaame L Kwenani, Cellphone: 081 122 0082
Mrs Tuyenikelao P Fabianus, Cellphone: 081 146 3423

DIVISION: FINANCE

SECTION: S&T AND CREDITORS

Post Designation : Accountant Grade 8
One (1) Post : Windhoek
Salary Scale : N\$ 227 453 – 271 828
Housing Allowance : N\$ 14 520 per annum
Transport Allowance : N\$ 8 760 per annum

Minimum Requirements: A National Diploma or equivalent qualification on NQF Level 6 majoring in Accounting.

Additional Requirements: Preference will be given to applicants in possession of Bachelor Degree or equivalent qualification on NQF Level 7 majoring in Accounting.

Enquiries:

Mrs Jolaame L Kwenani, Cellphone: 081 122 0082
Mrs Tuyenikelao P Fabianus, Cellphone: 081 146 3423

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DIVISION: FINANCE
SECTION: SALARIES

Post Designation : Accountant Grade 8
One (1) Post : Windhoek
Salary Scale : N\$ 227 453 – 271 828
Housing Allowance : N\$ 14 520 per annum
Transport Allowance : N\$ 8 760 per annum

Minimum Requirements: A National Diploma or equivalent qualification on NQF Level 6 majoring in Accounting.

Additional Requirements: Preference will be given to applicants in possession of Bachelor Degree or equivalent qualification on NQF Level 7 majoring in Accounting.

Enquiries:

Mrs Jolaame L Kwenani, Cellphone: 081 122 0082
Mrs Tuyenikelao P Fabianus, Cellphone: 081 146 3423

DIVISION: GENERAL SERVICES
SUBDIVISION: HUMAN RESOURCES
(HUMAN RESOURCES REGISTRY)

Post Designation : Administrative Officer Grade 12
One (1) Post : Windhoek
Salary Scale : N\$102 622 – 123 086
Housing Allowance : N\$ 11 616 per annum
Transport Allowance : N\$ 8 760 per annum

Minimum Requirements: A Grade 12 Certificate on NQF Level 3 with 20 points over five (5) subjects with E- Symbol in English.

Enquiries:

Mr. Twekulineekela M.M. Haiduwa, Cellphone: 081 146 3423
Mrs Tuyenikelao P. Fabianus, Cellphone: 081 146 3423

DIVISION: GENERAL SERVICES
SUBDIVISION: OFFICE SUPPORT
(TRANSPORT AND STOCK CONTROL)

Post Designation : Driver Grade 12
One (1) Post : Windhoek
Salary Scale : N\$ 102 622 – 123 086
Housing Allowance : N\$ 11 616 per annum
Transport Allowance : N\$ 8 760 per annum

Minimum Requirements: A Grade 10 or equivalent Certificate on NQF Level 2 and a valid two (2) years old driver's license.

Enquiries:

Mrs Aune Hasheela, Cellphone: 081 146 0132
Mrs Tuyenikelao P. Fabianus, Cellphone: 081 146 3423

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DIVISION: INFORMATION TECHNOLOGY

Post Designation : Computer Technician Grade 11
One (1) Post : Windhoek
Salary Scale : N\$ 126 654 – N\$ 151 910
Housing Allowance : N\$ 11 616 per annum
Transport Allowance : N\$ 8 760 per annum

Minimum Requirements: A National Diploma or equivalent qualification in Information Technology on NQF Level 6. A valid two (2) years old valid driver's licence is a pre-requisite.

Additional Requirements: An additional Certificate in Microsoft, ITIL4 Foundations , Cisco, A+, N+ or will be of an added advantage.

Enquiries:

Mr. Stavros Beukes, Cellphone: 081 160 7542
Mrs Tuyenikelao P. Fabianus, Cellphone: 081 146 3423

INSTRUCTIONS:

Applicants must be Namibian citizens. Application on Form 156043, obtainable from all Government offices, must be accompanied by comprehensive curriculum vitae, original certified copies of educational qualifications, ID and Testimonial. All foreign qualifications must be accompanied by the Namibian Qualification Authority (NQA) evaluation. Confirmation of probation letter must accompany the application form.

Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. Emailed and/or faxed applications will not be accepted.

NB: Detailed job description obtainable from the Human Resources Office upon request.

Application should be Address to:

Postal Address:	Hand Delivery Address:
<p>The Executive Director Ministry of Sport, Youth and National Service Private Bag 13391 WINDHOEK</p>	<p>Human Resources Office Ministry of Sport, Youth and National Service Government Offices Park Ministry of Education Building 2nd Floor, Room 201, West Wing WINDHOEK</p>

CLOSING DATE: 13 DECEMBER 2023

All official correspondence must be addressed to the Executive Director

