

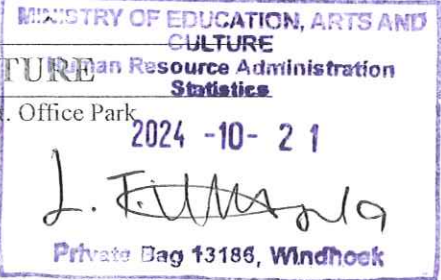


REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS AND CULTURE

Tel: (061) 2933180/1
Enquiries: Ms. Sara Negumbo
Our Ref: 28:/s.4/1/1

Luther Street, Govt. Office Park
P/Bag 13186
WINDHOEK



VACANCY ANNOUNCEMENT

THE DEPARTMENT LIFE LONG LEARNING, ARTS AND CULTURE

DIRECTORATE: NAMIBIA LIBRARY AND ARCHIVES SERVICE, hereby invites applicants for the following post:

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|-------------------------------------|---|---|
| <u>Post Designation and Grading</u> | : | Administrative Officer, Grade 12 |
| <u>Number of Posts to be filled</u> | : | One (1) |
| <u>Salary Scale</u> | : | N\$ 107 753-N\$ 129 240 |
| <u>Housing Allowance</u> | : | N\$13 944 per annum |
| <u>Transport Allowance</u> | : | N\$10 512 per annum |
| <u>Duty Station</u> | : | Windhoek |
| <u>Division</u> | : | Community, National and Public Library Services |
| <u>Subdivision</u> | : | National Archives |
| <u>Section</u> | : | Records Management Central |
| <u>Appointment Requirements</u> | : | Grade 12 Certificate (or equivalent) NQF L3 with a minimum of 20 points over 5 subjects including an E symbol in English. |

Supplementary Selection Requirements:

- Diploma in Records and Archives Management on NQF L6
- Literacy and numeracy skills, computer literacy skills, knowledge on filing and registry management

Enquiries: Mr. Ndamian Hangula – Tel (061) 2935215 or
Email: Ndamian.Hangula@nlas.gov.na

NB: Failure to complete all items on the Application Form for employment and not attaching the necessary documents will disqualify your application.

Interested applicants should complete the necessary Application Forms 156043 and 156094 and attach a detailed CV with supporting documents. Application Forms available at all Government Offices and available on www.moe.gov.na, and to be handed in at the Ministry of Education, Arts and Culture, HR Office, Government Office Park, 2nd Floor, Room 275 at the Registry Office.

Closing date for submission of applications : 04 November 2024

All official correspondence must be addressed to the Executive Director.