



REPUBLIC OF NAMIBIA

**MINISTRY OF EDUCATION, ARTS AND CULTURE**

Tel: (061) 2933036

Enquiries: Ms. Regina M. Nashikaku

Our Ref: 28/s.4/1/1

Luther Street, Government Office Park

P/Bag 13186

WINDHOEK

MINISTRY OF EDUCATION, ARTS AND CULTURE  
Office of Resource Administration  
Windhoek

2024-10-09

J. F. Puteho  
Private Bag 13186, Windhoek

**VACANCY ANNOUNCEMENT**

THE DEPARTMENT FINANCE AND ADMINISTRATION

DIRECTORATE: GENERAL SERVICES, hereby invites applicants for the following post:

<u>Post Designation and Grading</u>	:	Labourer, Grade 15
<u>Number of Posts to be filled</u>	:	Two (2)
<u>Salary Scale</u>	:	N\$ 44 050-N\$ 55 117
<u>Housing Allowance</u>	:	N\$10 452 per annum
<u>Transport Allowance</u>	:	N\$10 512 per annum
<u>Duty Station</u>	:	Windhoek
<u>Division</u>	:	Administration and Support Services
<u>Subdivision</u>	:	Support Services
<u>Section</u>	:	Transport
<u>Appointment Requirements</u>	:	None

Supplementary Selection Requirements:

- Grade 10 with a D symbol in English or better
- Work Experience as a handyman
- Good literacy command will serve as an added advantage

Enquiries: Ms. Regina Puteho – Tel (061) 2933056 or  
Ms. Petrina Kandume – Tel (061) 2933041

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](http://www.moe.gov.na), and to be handed in at the Ministry of Education, Arts and Culture, HR Office, Government Office Park, 2<sup>nd</sup> Floor, Room 275 at the Registry Office.

Closing date for submission of applications : 23 October 2024

*All official correspondence must be addressed to the Executive Director.*