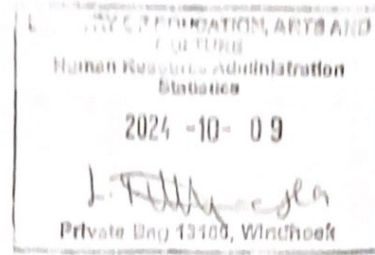




REPUBLIC OF NAMIBIA



**MINISTRY OF EDUCATION, ARTS AND CULTURE**

Tel: (061) 2933036  
Enquiries: Ms. Regina M. Nashikaku  
Our Ref: 28/s-4/1/1

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

**VACANCY ANNOUNCEMENT**

**THE DEPARTMENT FINANCE AND ADMINISTRATION**

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

<b><u>Post Designation and Grading</u></b>	:	Administrative Officer, Grade 12
<b><u>Number of Posts to be filled</u></b>	:	One (1)
<b><u>Salary Scale</u></b>	:	N\$ 107 753-N\$ 129 240
<b><u>Housing Allowance</u></b>	:	N\$13 944 per annum
<b><u>Transport Allowance</u></b>	:	N\$10 512 per annum
<b><u>Duty Station</u></b>	:	Windhoek
<b><u>Division</u></b>	:	Administration and Support Services
<b><u>Subdivision</u></b>	:	Support Services
<b><u>Section</u></b>	:	Main Registry
<b><u>Appointment Requirements</u></b>	:	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 Management/Archive
- Experience in Records Management/Archive
- Computer Literacy will serve as an 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.*