

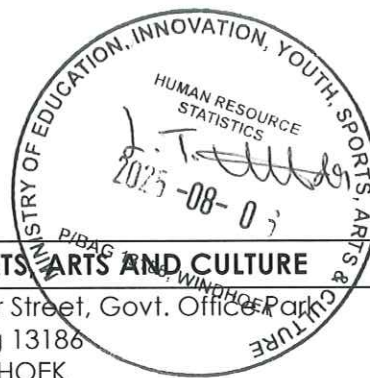


REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

Tel: (061) 2933041
Enquiries: Ms. P. Kandume
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:

<u>Post Designation and Grading</u>	:	Messenger, Grade 15
<u>Number of Posts to be filled</u>	:	One (1)
<u>Salary Scale</u>	:	N\$ 44 050 – 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>Sub-Division</u>	:	Procurement, Stock control and support Services
<u>Section</u>	:	Support Services
<u>Sub-Section</u>	:	Registry
<u>Appointment Requirements</u>	:	None

Supplementary Selection Requirements :

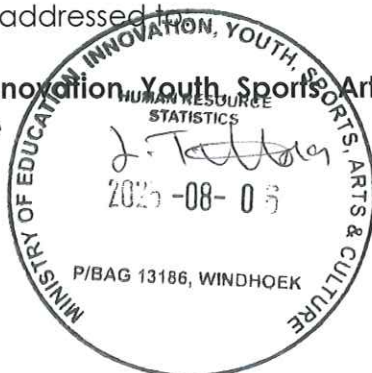
- Grade 10 with a D symbol in English or better
- Work experience as a Messenger (proof must be attached)
- Good literacy command will serve as an added advantage

Enquiries: Ms. Petrina Kandume Tel (061) 293 3041
Ms. Regina Puteho Tel (061) 2933056

Note: All interested applicants should complete the necessary Application Forms 156043 and Health Questionnaire 156094 (obtainable at any government office), attach a detailed comprehensive Curriculum Vitae (CV), **original certified** copies of qualification (s) with **transcript of qualification (s)**, Identity Document, testimonials and confirmation of probation if applicable. All foreign qualification (s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). In terms of Affirmative Action Plan, suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

Applications should be addressed to:

Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Human Resource Office
Private Bag 13186
Windhoek



Or hand delivered to:

Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Government Office Park, Luther Street
Human Resource Office, 2nd Floor,
East Wing, Room No. 275

Closing date for submission of applications : **05 September 2025**



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

THE DEPARTMENT FINANCE AND ADMINISTRATION

<u>Post Designation and Grading</u>	:	Messenger, Grade 15
<u>Number of Posts to be filled</u>	:	One (1)
<u>Salary Scale</u>	:	N\$ 44 050 – 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>Sub-Division</u>	:	Secretariat of the Executive Management Team
<u>Appointment Requirements</u>	:	None

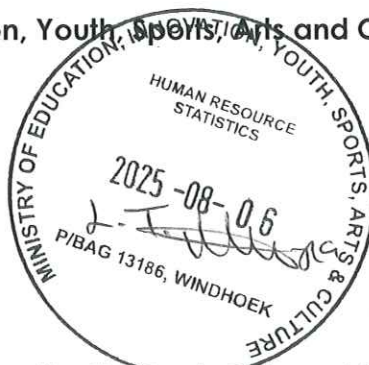
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Ms. Regina Puteho Tel (061) 2933056**

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Government Office Park, Luther Street
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East Wing, Room No. 275

Closing date for submission of applications : **05 September 2025**



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

Tel: (061) 2933042
Enquiries: Mr. E. Kaishungu
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:

<u>Post Designation and Grading</u>	:	Cleaner, Grade 15
<u>Number of Posts to be filled</u>	:	One (1)
<u>Salary Scale</u>	:	N\$ 44 050 – 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>Sub-Division</u>	:	Procurement, Stock control and support Services
<u>Section</u>	:	Support Services
<u>Sub-Section</u>	:	Domestic Services
<u>Appointment Requirements</u>	:	None

Supplementary Selection Requirements :

- Grade 10 with a D symbol in English or better
- Work experience as a cleaner (proof must be attached)
- Good literacy command will serve as an added advantage

Enquiries: Mr. Erastus Kaishungu Tel (061) 293 3042

Note: All interested applicants should complete the necessary Application Forms 156043 and Health Questionnaire 156094 (obtainable at any government office), attach a detailed comprehensive Curriculum Vitae (CV), **original certified** copies of qualification (s) with **transcript of qualification (s)**, Identity Document, testimonials and confirmation of probation if applicable. All foreign qualification (s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). In terms of Affirmative Action Plan, suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

All official correspondence must be addressed to the Executive Director.

Applications should be addressed to:

Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Human Resource Office
Private Bag 13186
Windhoek



Or hand delivered to:

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