

MINISTRY OF EDUCATION, ARTS AND CULTURE

DEPARTMENT: SCHOOLS/FORMAL EDUCATION
DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT
DIVISION: EXAMINATIONS, ASSESSMENT AND RESEARCH
SUB-DIVISION: RESEARCH AND DEVELOPMENT

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 354, 883 - N\$ 424,119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience.

OR

An appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience.

Supplementary Selection Requirements:

- Natural Science and Mathematics specialization will be an added advantage,
- Knowledge and experience in item development for standardized achievement tests,
- Research and statistical analysis,
- Sound knowledge of computer (Microsoft package)

Main Responsibilities:

Compiling of assessment instruments, Training of SAT Administrators and Item Developers, Analyse the Standardised Achievement Test results and statistics of the national examinations and provide feedback, Analyse historic data and provide statistics to inform grading meetings, Develop procedures for item analysis, Research the writing of various types of test items for inclusion in an Item Bank, Evaluate the stages of the examination cycle and make suggestion for quality improvement, Write and submit research proposals, Write project proposals to obtain funding for research projects, Develop in consultation with supervisor and the management of the Directorate a research agenda.

Enquiries: Ms.C. Tsumis-Garises Tel: (061) 2933432

DEPARTMENT OF LIFELONG LEARNING, ARTS AND CULTURE
DIRECTORATE: ARTS
DIVISION: COLLEGE OF THE ARTS AND NATIONAL ARTS EXTENSION PROGRAMME

Post Designation	:	Arts Lecturer, Grade 7
1xPost	:	Katutura Community Arts Centre (KCAC)
Salary Scale	:	N\$ 291, 128 – N\$ 347, 926

PSM CIRCULAR NO. A OF 2025. VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 JANUARY 2025, CLOSING DATE 11 FEBRUARY 2025

Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate Degree on NQF L7

Supplementary Selection Requirements:

The following will be regarded as an added advantage:

- A Bachelor Degree or equivalent qualification (NQF L7) in Media Studies with a specialization in Radio Production.
- Teaching experience in radio and Sound Production will be an added advantage.

Enquiries: Ms. Angelika Schroeder Tel (061 2933544)

DIRECTORATE: NATIONAL HERITAGE AND CULTURE PROGRAMS
DIVISION: NATIONAL MUSEUM OF NAMIBIA
SUB-DIVISION: EXTENSION AND INFORMATION SERVICES

Post Designation : Curator Grade 8 (Displays)
1xPost : Windhoek
Salary Scale : N\$ 238, 825 –N\$ 285, 420
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate degree on NQF L8

Supplementary Selection Requirements:

- This degree will be deemed relevant if in Curatorship/Museology/History/Visual Culture/Heritage Conservation and Management OR related field, at NQF L8.
- Three years relevant experience in curation and Exhibition Planning and Design
- Driver's License

Enquiries: Mr. Manfred!Gaeb Tel: (061-2933545), Ms. Nzila Marina Mubusisi Tel: (061-276801)

SUB-DIVISION: NATURAL SCIENCES

Post Designation : Curator Grade 8 (Herpetology)
1xPost : Windhoek
Salary Scale : N\$ 238, 825 – N\$ 285, 420
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate degree on NQF L8.

Supplementary Selection Requirements:

- This degree will be deemed relevant if in Herpetology/Ecology/Biology/similar with relevant experience in reptiles and/or amphibians.
- A proven research track-record as peer-reviewed publications
- Fieldwork/research experience with reptiles and amphibians
- Curatorial, collection or database management experience
- Project management experience
- University subjects such as herpetology, biosystematics, and zoology
- A Master's Degree in a relevant field will serve as an added advantage
- Driver's license

Enquiries: Dr. Francois Becker Tel: (081 6491604) or Mr. Manfred! Gaeb Tel: (061

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 Health Questionnaire 156094 with **original certified** copies of qualification (s) and **academic records/transcript of qualification (s)**, Identity Document, testimonials, confirmation of probation and CV should be addressed to:

**The Executive Director
Ministry of Education, Arts & Culture
Private Bag 13186
Windhoek**

Or hand delivered at:

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