

MINISTRY OF HEALTH AND SOCIAL SERVICES

**DIRECTORATE: OSHIKOTO REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES
SUBDIVISION: NURSING SERVICES**

Post Designation	:	Chief Registered Nurse Grade 6
1xPost	:	Regional Management Team - Omuthiya
Salary Scale	:	N\$ 354, 883 – N\$424, 119
Transport Allowance	:	N\$ 10, 520 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwifery with the Health Professional Council of Namibia plus six (6) years appropriate experience.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE ONANDJOKWE**

Post Designation	:	Senior Registered Nurse Grade 7
1xPost	:	Onandjokwe PHC
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Transport Allowance	:	N\$ 10, 520 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwifery with the Health Professional Council of Namibia plus three (3) years appropriate experience.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PHARMACEUTICAL SERVICES**

Post Designation	:	Pharmacists Assistant Grade 10
2xPosts	:	Omuthiya District Hospital Onyaanya Health Centre
Salary Scale	:	N\$ 159, 505 –N\$191, 312
Transport Allowance	:	N\$ 10, 452 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Remoteness Allowance	:	N\$ 9,000 per annum (Onyaanya)

Minimum requirements: Registration as a Pharmacist Assistant with the Health Professional Council of Namibia.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES**

Post Designation	:	Administrative Officer Grade 10
1xPost	:	Tsumeb District Hospital
Salary Scale	:	N\$ 159, 505 –N\$191, 312
Transport Allowance	:	N\$ 10, 452 per annum
Housing Allowance	:	N\$ 13, 944 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience or A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience,

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

Applications (on form 156043 & 156094) obtainable from all government offices, must be accompanied by a comprehensive CV, ID, educational qualifications and other relevant documents. Public Service employees must attach proof of confirmation of probation. Applications not complying with the above procedures may be disqualified.

Forward application to:
The Director
Ministry of Health and Social Services
Private Bag 4005
Omuthiya.

Or Hand delivery: Oshikoto Health Directorate Office, Penda yaNdakolo Avenue, Omuthiya.

Inquiries: Ms. D.N. Iiputa, HRM office, Tel. No: 065 293200/ 065 293232/ 065 293229

DIRECTORATE: ERONGO REGION
DIVISION: CURATIVE SERVICES
SUBDIVISION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Grade 6
1xPost	:	Swakopmund
Salary Scale	:	N\$354, 883– N\$424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum
Fixed Overtime	:	N\$189,882 per annum

Minimum Requirements: Registration as a Pharmacist with Pharmacy Council of Namibia.

Additional Requirements: Preference will be given to applicants with three (3) years' experience as a Pharmacist and experience in Facility Electronic Stock Card (FESC), Electronic Dispensing Tool (EDT), Pharmaceutical Management Information System (PMIS) and Dashboard. Proof from the supervisor must be attached.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT HOSPITAL USAKOS**

Post Designation	:	Senior Medical Officer Grade 4
1xPost	:	Usakos
Salary Scale	:	N\$ 517,195 –N\$ 543, 728
Fixed Overtime	:	N\$ 258, 600 per annum
Housing Benefit	:	N\$ 121,560 per annum
Motor Vehicle Benefits	:	N\$ 110,917 per annum

Minimum Requirements: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus three (3) years' experience as a Medical Officer .

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT HOSPITAL OMARURU**

Post Designation	:	Senior Medical Officer Grade 4
1xPost	:	Omaruru
Salary Scale	:	N\$ 517,195 –N\$ 543, 728
Fixed Overtime	:	N\$ 258, 600 per annum
Housing Benefit	:	N\$ 121,560 per annum
Motor Vehicle Benefits	:	N\$ 110,917 per annum

Minimum Requirements: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus three (3) years' experience as a Medical Officer.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT HOSPITAL USAKOS
SUBSECTION: MEDICAL SERVICES**

Post Designation	:	Medical Officer Grade 5
1xPost	:	Usakos
Salary Scale	:	N\$ 432,601–N\$ 517,195
Fixed Overtime	:	N\$ 231, 513 per annum
Housing Allowance	:	N\$ 17,424 per annum
Motor Vehicle Benefits	:	N\$ 85,063 per annum

Minimum Requirements: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia.

SUBDIVISION: HUMAN RESOURCES

SECTION: HUMAN RESOURCES MANAGEMENT

Post Designation : Senior Human Resource Practitioner Grade 7
1xPost : Swakopmund
Salary Scale : N\$291, 128 –N\$ 347, 926
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Minimum Requirements: A National Diploma on NQF level 6 majoring in Human Resource.

Additional Requirements: Preference will be given to applicants with a Bachelor Degree in Human Resource plus three (3) years' experience as a Human Resource Practitioner Grade 8.

**SUBDIVISION: HUMAN RESOURCES
SECTION: HUMAN RESOURCES MANAGEMENT**

Post Designation : Human Resource Practitioner Grade 8
1xPost : Swakopmund
Salary Scale : N\$238, 825 –N\$ 285, 420
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Minimum requirements: A National Diploma on NQF level 6 majoring in Human Resource.

Additional Requirements: Preference will be given to applicants with a Bachelor Degree in Human Resource. **Candidates must be ready to relocate to Usakos District Hospital once the services are decentralized.**

**SUBDIVISION: HUMAN RESOURCES
SECTION: HUMAN RESOURCES MANAGEMENT**

Post Designation : Human Resource Administrator Grade 11
3xPosts : Swakopmund
Salary Scale : N\$132, 987 –N\$ 159, 505
Housing Allowance : N\$13, 944 per annum
Transport Allowance : N\$10, 512 per annum

Minimum requirements: A Grade 12 certificate or equivalent qualification on NQF Level 3.

Enquiries: Dr. L. Kabongo / Ms. F. Ilungu, Tel: 064 –4106107/4106125

**DIRECTORATE: HEALTH INFORMATION AND RESEARCH
DIVISION: RESEARCH MANAGEMENT
SUBDIVISION: OPERATIONAL RESEARCH**

PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025, CLOSING DATE 11 APRIL 2025

Post designation	:	Control Health Programme Officer Grade 5
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 432, 601 –N\$ 517, 195
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography plus five (5) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, strategic planning, resources management, report writing and presentation skills as well as strong leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job descriptions

- Conduct operational research.
- Coordinate, implement /and or supervise clinical trials, health investment studies, evaluation of public health programs/interventions etc.
- Promotion and coordination of research and evaluation in the country across all sectors
- Execute research, evaluation and surveillance projects
- Resource mobilization and project management of research grants

DIVISION: RESEARCH MANAGEMENT SUBDIVISION: OPERATIONAL RESEARCH

Post designation	:	Science and Technology Officer Grade 5
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 432, 601 – N\$517, 195
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography or Biomedical Sciences, plus five (5) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography or Biomedical Sciences, will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, strategic planning, resources management, report writing and presentation skills as well as strong leadership skills. Experience in surveys, operational research and publications,

research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job descriptions

- Conduct operational research.
- Coordinate, implement /and or supervise clinical trials, health investment studies, evaluation of public health programs/interventions etc.
- Promotion and coordination of research and evaluation in the country across all sectors.
- Execute research, evaluation and surveillance projects.
- Resource mobilization and project management of research grants.
- Any other duties assigned from time to time.

DIVISION: RESEARCH MANAGEMENT
SUBDIVISION: HEALTH SYSTEMS RESEARCH DEVELOPMENT

Post designation	:	Science and Technology Officer Grade 5
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 432 601 –N\$ 517, 195
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Health Systems Strengthening or Epidemiology or Biostatistics or Demography, plus five (5) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Health Systems Strengthening or Epidemiology or Biostatistics or Demography will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, strategic planning, resources management, report writing and presentation skills as well as strong leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job descriptions

Assist the sub-divisional head to:

- Provide technical guidance in the development of a health research agenda;
- Support with drafting of the research ACT;
- Develop national research agenda;
- Review National research policy and guidelines;
- Facilitate the county's development and implementation of the National Research Capacity Plan and Agenda;
- Capacity building on operational research, grant writing and publications;
- Facilitate the inter-sectoral collaboration with various stakeholders/partners in research;
- Support the implementation, dissemination and management of the National Research Agenda;

- Conduct training in research methodology to staff and institutions within the Ministry;
- Any other duties assigned from time to time.

**DIVISION: RESEARCH MANAGEMENT
SUBDIVISION: OPERATIONAL RESEARCH**

Job designation	:	Chief Statistician Grade 6
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in Statistics-related fields such as Applied Statistics or Epidemiology or Data Science or Biostatistics plus four (4) years of appropriate work experience.

Additional requirements: A Post graduate Diploma or (equivalent qualifications) in a Statistics-related fields such as Applied Statistics or Field Epidemiology or Data Science or Biostatistics. The candidate must have a good understanding of research methodologies, statistical analysis, planning, resources management, report writing and presentation skills as well as leadership skills. Experience in surveys, operational research and publications, research ethics, training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job description

Assist the sub-divisional head in:

- Conducting operational research;
- Coordinating, implementing/and or supervising clinical trials, health investment studies, evaluation of public health programs/interventions etc;
- Promotion and coordination of research and evaluation in the country across all sectors;
- Execute research, evaluation and surveillance projects;
- Resource mobilization and project management of research grants;
- Any other duties assigned from time to time.

**DIVISION: RESEARCH ETHICS AND COORDINATION
SUBDIVISION: ETHICS SECRETARIAT**

Post designation	:	Control Health Programme Officer Grade 5
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 432, 601 – N\$517, 195
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, plus five (6) years of appropriate work experience.

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Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, proposal appraisal, strategic planning, resources management, report writing and presentation skills as well as strong leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job descriptions

- Oversee the process of evaluation of submitted research proposals.
- Appraise submitted proposal and provide feedback to research applicants.
- Review and reconstitute ethics review committees.
- Compile Ethics Secretariat's programs and actions plans and develop strategies for resource mobilization.
- Provide secretariat support to the Research Management Committee, Biomedical Research Ethics Committee, and the Ethics Advisory Committee.
- Support efficient storage and dissemination of research proposals and reports through the establishment of a research database, research summary reports, and annual research meetings.
- Any other duties assigned from time to time.

DIVISION: RESEARCH ETHICS AND COORDINATION SUBDIVISION: ETHICS COORDINATION

Post designation	:	Control Health Programme Officer Grade 5
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 432, 601 –N\$ 517, 195
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, plus five (6) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, and proposal appraisal, strategic planning, resources management, report writing and presentation skills as well as strong leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job description

- Facilitate collaboration with Institutional Review boards;

- Coordinate formulation of and preparation of the Ethics Secretariat's annual plan and strategic plan;
- Participate in analysis of outsourcing of non-core functions;
- Coordinate compilation of monitoring and evaluation reports from the Ethics Secretariat's subdivision and prepare periodic (weekly, monthly, quarterly, mid-year, and annual) performance reports for the Ethics Secretariat.
- Any other duties assigned from time to time.

DIVISION: RESEARCH ETHICS AND COORDINATION
SUBDIVISION: RESREARCH COORDINATION AND MONITORING

Job designation	:	Chief Health Programme Officer Grade 6
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, plus five (5) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, proposal appraisals, planning, resources management, report writing and presentation skills as well as leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job descriptions

Assist the sub-divisional head to:

- Coordinate functions of Research Management Committee, Biomedical Research Ethics Committee, and the Ethics Advisory committee;
- Develop / review research Ethics policies and guidelines;
- Monitor clinical trial studies in the country;
- Support the development of and implementation of the National Research Capacity Plan;
- Ensure collaboration, appropriate coordination and liaison with various directorates, programmes as well as with NPC, NSA, NCRST, OTHER private sector and other relevant bodies and activities external to the Ministry;
- Undertake research and impact studies of plans, projects and programme undertaken by the Ethics Secretariat;
- Any other duties assigned from time to time.

DIVISION: RESEARCH ETHICS AND COORDINATION
SUBDIVISION: ETHICS SECRETARIAT

Job designation	:	Chief Health Programme Officer Grade 6
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PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025, CLOSING DATE 11 APRIL 2025

1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, plus five (5) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, proposal appraisals, planning, resources management, report writing and presentation skills as well as leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job description

Assist the sub-divisional head to:

- Oversee the process of evaluation of submitted research proposals;
- Appraise submitted proposal and provide feedback to research applicants;
- Review and reconstitute ethics review committees;
- Compile Ethics Secretariat's programs and actions plans and develop strategies for resource mobilization;
- Provide secretariat support to the Research Management Committee, Biomedical Research Ethics Committee, and the Ethics Advisory Committee;
- Support efficient storage and dissemination of research proposals and reports through the establishment of a research database, research summary reports, and annual research meetings;
- Any other duties assigned from time to time.

DIVISION: RESEARCH ETHICS AND COORDINATION SUBDIVISION: ETHICS COORDINATION

Job designation	:	Chief Health Programme Officer Grade 6
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, plus five (5) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, will serve as an added advantage. The candidate must have a good

understanding of research methodologies, statistical analysis, proposal appraisal, strategic planning, resources management, report writing and presentation skills as well as strong leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job description

Assist the sub-divisional head to:

- Facilitate collaboration with Institutional Review boards;
- Coordinate formulation of and preparation of the Ethics Secretariat's annual plan and strategic plan;
- Participate in analysis of outsourcing of non-core functions;
- Coordinate compilation of monitoring and evaluation reports from the Ethics Secretariat's subdivision and prepare periodic (weekly, monthly, quarterly, mid-year, and annual) performance reports for the Ethics Secretariat.
- Any other duties assigned from time to time.

**DIRECTORATE: HEALTH TECHNOLOGY AND INFRASTRUCTURE MANAGEMENT
DIVISION: FACILITY PLANNING**

Post designation	:	Health Programme Officer Grade 7
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7 in social sciences.

Additional requirements: Must have basic training in social sciences with particular reference to health - planning, design and management, three (3) years' experience in facility planning, two (2) years' experience in health information system, and two (2) years' experience in project management. Must have valid driver license: Minimum Code B.

Key duties

- Development of relevant policies and guidelines for physical facility planning
- Coordination of capital projects
- Supervise physical implementation of projects
- Monitoring of financial implementation of projects
- Facilitate all donor funded construction projects in the Ministry

**DIRECTORATE: HUMAN RESOURCES
DIVISION: HUMAN RESOURCES MANAGEMENT
SUBDIVISION: RECRUITMENT
SECTION: NATIONAL WORKFORCE RECRUITMENT**

Post Designation : Human Resource Practitioner Grade 8

PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025, CLOSING DATE 11 APRIL 2025

1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum requirements: A National Diploma majoring in human resources on NQF L6.

Duties:

Conduct human resources planning; the recruitment, selection, provisioning of staff and staff maintenance; the directing and advising on personnel management programs; the advising on organizations and establishments; the advising on, supervising of and the performance or provision of staff leadership and technical guidance with regard to personnel-related legislation, policies and guidelines and the advising on human resources development.

**DIRECTORATE: HEALTH INFORMATION AND RESEARCH
DIVISION: HEALTH INFORMATION SERVICES
SUBDIVISION: DATA MANAGEMENT AND COORDINATION**

Post Designation	:	Senior Health Program Officer Grade 7
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Bachelor's degree or equivalent qualification at NQF level 7 in Health Information System Management or Health Informatics or Public Health or Nursing or Health Sciences or Biostatistics or Epidemiology or Demography, at least three (3) years of relevant experience in health data management.

Additional Requirements: A postgraduate qualification in the relevant fields with practical skills and knowledge on the following data management tools and/or statistical analysis packages: Excel, SPSS, Power BI, R, Python, ANACODE, Code edit, DHIS 2 or Epi info.

Key duties:

- Coordinate the collection, compilation, and analysis of health data from facilities and social service centers nationwide, ensuring consistency in data management practices.
- Provide data inputs to support the development of national health policies, frameworks, SOPs, and guidelines.
- Act as a liaison with stakeholders to assess data needs, ensure accurate data provision, and strengthen data management practices.
- Conduct support visits and monitor data quality across regions, providing timely feedback on report accuracy, completeness, and areas for improvement.
- Compile and disseminate quarterly and annual reports, supplying data to civil society organizations and regional offices to support informed decision-making.
- Identify data management priorities, assess resource needs, and participate in planning and budgeting processes to support program sustainability.

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- Provide ongoing training on data collection/ capturing tools, analysis and data use to end users.

DIVISION: HEALTH INFORMATION SERVICES
SUBDIVISION: INTEGRATED INFORMATION MANAGEMENT

Post Designation	:	Senior Health Program Officer Grade 7
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Bachelor's degree or equivalent qualification at NQF Level 7 in Computer Science or Informatics or Software Development or Data Science, with at least three (3) years of relevant experience in systems development, integration, implementation, and data migration.

Additional Requirements: Preference will be given to candidates with a postgraduate qualification in the relevant fields with practical knowledge and skills of interoperability standards such as Fast Healthcare Interoperability Resources (FHIR). Knowledge of database management and data analysis using statistical analysis packages (Excel, SPSS, Power BI, R, Python, MySQL, Microsoft Visual Studio, and ETL tools).

Key duties:

- Design, develop, and implement software solutions to address the specific needs of Health Information Systems (HIS), ensuring scalability, reliability, and usability.
- Optimize and customize existing software platforms to align with program requirements, improving user experience and system functionality.
- Develop and maintain comprehensive system documentation, including configuration guides, user manuals, and troubleshooting procedures.
- Support database design, development, and management, ensuring efficient storage, retrieval, and security of health data.
- Implement and enforce database performance tuning, backup, and recovery strategies to minimize downtime and data loss.
- Configure application programming interfaces (APIs) to facilitate seamless integration between HIS platforms and third-party systems.
- Conduct regular system audits and vulnerability assessments to identify and mitigate security risks, ensuring compliance with data protection regulations.
- Implement and maintain robust version control systems and workflows for software development to track changes and ensure quality control.
- Collaborate with cross-functional teams to design user-centered interfaces and workflows that enhance efficiency and accuracy in data entry and retrieval.
- Provide training and technical support to end-users and IT staff to ensure effective system utilization and troubleshooting.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Reference checks will be conducted after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).

Please take note that only shortlisted candidates will be considered and no personal documents will be returned.

Applications must be addressed to:
The Executive Director
Ministry of Health and Social Services
Head Office
Private Bag 13198
Windhoek.

Hand delivery to: Human Resources Management office, Ministerial Building (Head Office) Harvey Street, Windhoek.

Enquiries: Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189.
