



**Ministry of Mines & Energy**

"promoting Namibia's mineral, geological and energy resources"

# CUSTOMER SERVICE CHARTER

2024







## **Ministry of Mines & Energy**

"promoting Namibia's mineral, geological and energy resources"



## MANDATE

The Ministry of Mines and Energy is constitutionally established to manage Namibia's diverse geological, mineral, and energy resources and ensure their contribution to the country's socioeconomic development.



## VISION

An institution that provides access to Namibia's geological, mineral and energy resources for sustainable economic growth, equal benefit, and prosperity to all Namibian citizens.



## MISSION

To formulate policies and legislation that effectively regulate activities in mining and energy sectors; generate knowledge and information on resources; and provide services to stimulate investment for sustainable economic development to benefit all Namibians.

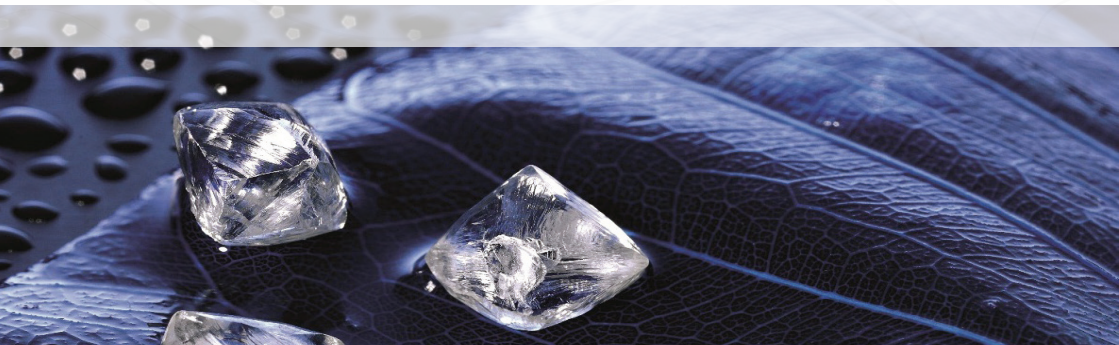
# THIS CHARTER

- Outlines the service we provide (What we do);
- Defines who our customers are;
- Reflects our commitment;
- Sets standards of service that you can expect from us at all times;
- States what we will do if you contact us;
- States that your views count;
- Indicates what we ask of you;
- Explains how to provide us with feedback and how to make a complaint if you are not satisfied with our service.



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# ABBREVIATIONS

<b>CSC</b>	Customer Service Charter
<b>DAS</b>	Directorate of Administration Services
<b>DDA</b>	Department of Diamond Affairs
<b>DE</b>	Directorate of Energy
<b>DEF</b>	Directorate of Energy Funds
<b>DGS</b>	Department of Geological Survey
<b>DM</b>	Department of Mines
<b>DPA</b>	Directorate of Petroleum Affairs
<b>DPSM</b>	Department of Public Service Management
<b>MME</b>	Ministry of Mines and Energy
<b>OMAs</b>	Offices/Ministries/Agencies



# FOREWORD

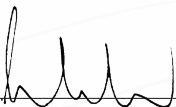
We acknowledge that Namibia is a rapidly advancing country with an increasingly diverse customer base and growing customer expectations. This Customer Service Charter highlights the level of service our customers can expect when dealing with the Ministry of Mines and Energy. The charter includes a framework that allows us to measure and improve our service delivery and quality of such services. The charter ensures that we maintain our promise in conducting our operations in fulfilment of the overall government social contract with the citizens and all stakeholders.

We are aware that the customer service we provide is integral to your needs and may affect your ability to achieve your goals and outcomes. Therefore, we value your feedback and invite you to provide information to help us refine and improve our service.

I am pleased to introduce the Customer Service Charter for the Ministry of Mines and Energy to all our customers. The charter is an evolving document that will be reviewed to ensure customer satisfaction and enable us to change and adapt our services to suit your expectations and satisfaction.

Therefore, we pledge to keep improving and delivering our services towards the prosperity of all Namibians.



  
HON. TOM K. ALWEENDO  
MINISTER, MP





# ACKNOWLEDGEMENT

The Ministry of Mines and Energy finalised the process of developing its Customer Service Charter, which defines the standard of services provided to our customers. This will contribute to transparency and accountability in service delivery.

I would like to take this opportunity to thank the Office of the Prime Minister, the Department of Public Service Management, and the Ministry's Customer Service Charter Committee for their guidance. Furthermore, my gratitude goes to all the departments and directorates for their valuable contributions in crafting this charter.

I urge all management and staff to meet the standards set in this Charter and contribute to the provision of timely and quality service to all our customers.



**MR. PENDA ITHINDI**  
**EXECUTIVE DIRECTOR**





# 1. WHAT WE DO

## **DIRECTORATE: ENERGY**

Ensure access to adequate and affordable energy supply sustainably for the nation's socio-economic development.

## **DIRECTORATE: ENERGY FUNDS**

Equalise energy prices for fuel and electricity supply security and provide subsidised financing for solar technologies to communities living in off-grid areas.

## **DIRECTORATE: PETROLEUM AFFAIRS**

Ensure the exploration, production, and supply of petroleum products to the nation in compliance with petroleum laws.

## **DEPARTMENT: DIAMOND AFFAIRS**

### **Division: Regional Inspection Services**

Ensure protection of the diamond resources from illicit activities and promote the integration of the diamond industry.

### **Division: Windhoek Inspection Services**

Promote the integration and diversification of the diamond industry into the rest of the economic sector to maximise its contribution to Namibia's socio-economic development.

## **DEPARTMENT: GEOLOGICAL SURVEY OF NAMIBIA**

### **DIRECTORATE: APPLIED GEOSCIENCES**

#### **Division: Economic Geology**

Investigate, reports and promote Namibia's mineral resource potential to attract local and foreign investment.

#### **Division: Engineering and Environmental Geology**

Provide engineering and environmental geological services.

#### **Division: Geochemistry & Laboratory**

Conduct baseline geochemical mapping and analyse various geological materials.

## **DIRECTORATE: MAPPING AND GEO-INFORMATION**

### **Division: Geophysics**

Acquire and manage geophysical data for field mapping, mineral exploration, and environmental monitoring.

### **Division: Geo-Information**

Disseminate geological information and archive minerals, meteorites, and fossils collections within Namibia.

### **Division: Regional Geoscience**

Conduct geological research, regional mapping and manage geological information.

## **DEPARTMENT: MINES**

### **Division: Controlled Minerals and Research**

Control the movement of minerals, monitor the mining sector's performance, and manage mineral statistics.

### **Division: Mineral Rights and Resources Development**

Administer mineral rights applications and monitor exploration and mining activities.

### **Division: Mine Safety and Operations**

Enforce compliance with the regulations related to the mine workers' health and safety.

### **Division: Small-Scale Mining**

Promote and formalise the Small-Scale Mining Subsector in Namibia.

## **DIRECTORATE: ADMINISTRATION SERVICES**

### **Division: Information Technology**

Provide ICT services, Systems Administration and Networking to Ministry of Mines and Energy staff members.

### **Division: Security and Risk Management Services**

Provide security services for both the Ministry's internal and external environment.

### **Division: Auxiliary Services and Record Management**

Provide support and administrative services on office maintenance, procurement, fleet, records, contract, and store management.

### **Division: Finance and Human Resources Management**

#### **Subdivision: Finance**

Maintain prudent financial management within Ministry of Mines and Energy in line with laws and regulations governing state finances.

#### **Subdivision: Human Resource Management and Development**

Provide administrative support and advisory services on issues pertaining to human resources management, manage training and development within the Ministry, and ensure that rules and regulations are correctly understood, implemented, and complied with.

#### **Section: Internal Audit**

Evaluate and improve the effectiveness of the Ministry's risk management, internal controls, and governance processes.

#### **Section: Public Relations**

Serves as a link between the Ministry, the media, the public and its stakeholders.

## 2. OUR CUSTOMERS

- Regional Electricity Distributors
- Independent Power Producers
- Namibia Power Utility (NamPower)
- Local Authorities
- General public
- OMAs and RCs
- Oil companies
- Petroleum license holders
- Investors
- Diamond prospecting companies
- Diamond mining companies
- Diamond license holders
- Land-use planners
- Environmental agencies
- Researchers
- Mineral rights holders
- Farmers
- International organisations
- Small-scale miners cooperatives
- Suppliers
- Ministry of Mines and Energy staff members

## 3. OUR COMMITMENT TO YOU

Our commitment to our customers is the provision of efficient and effective services and we strive to execute our duties within the following guiding values:

### **Accountability**

We account for our activities, take responsibility for results, and are answerable for our actions.

### **Responsiveness**

We go the extra mile to deliver the expected customer service, as per our mission and promise.

### **Innovation**

We are responsible for solving problems through new ways of thinking and continuous improvement.

### **Integrity**

We fulfill the promise of our mission through behavior that reflects honesty, responsibility, and fairness.

### **Transparency**

We will conduct activities transparently and openly share the information when readily available.

## 4. OUR SERVICE PROMISE/STANDARDS

### DIRECTORATE: ENERGY

- Develop policies that guide the energy sector when a need arises
- Review and update policies when the need arises
- Provide electricity to rural and peri-urban public institutions annually
- Review Environment Impact Assessment for energy projects within 14 working days
- Review generation and distribution license conditions and provide final recommendations to the Minister within 14 working days
- Ensure compliance with energy regulatory frameworks at all times
- Continuously provide information on the Electricity Supply Industry (ESI)
- Continuously create energy-related awareness
- Collect, analyse, and manage energy data at all times
- Coordinate energy industry research when the need arises
- Facilitate training to stakeholders in the energy industry when the need arises

**We will respond to you on Tel: +264 61 284-8305, E-mail: [dde@mme.gov.na](mailto:dde@mme.gov.na)**

### DIRECTORATE: ENERGY FUNDS

- Collect levies on electricity and petroleum products within one month after sales
- Issue soft loans to approved agencies within 30 days of approval
- Pay under-recoveries and claim over-recoveries within 30 days
- Pay fuel and electricity prices subsidy within 30 days
- Finance subsidised loans for renewable energy technologies within 30 days
- Recover loans every month
- Inspect installed renewable energy technologies within 12 months

**We will respond to you on Tel: +264 61-284 8404, E-mail: [nef@mme.gov.na](mailto:nef@mme.gov.na), [srf@mme.gov.na](mailto:srf@mme.gov.na)**

### DIRECTORATE: PETROLEUM AFFAIRS

- Issue upstream petroleum licenses within six months
- Issue a Wholesale License, Retail License, Consumer Installation Certificate, and Used Oil Permit within six months
- Conduct quarterly health, safety, security, and environmental inspections of petroleum activities
- Determine and announce the prices of controlled petroleum products country-wide monthly
- Formulate and review policies and legislations for petroleum sectors when a need arises
- Continuously promote Namibia's petroleum activities.
- Conduct geological and geophysical research related to petroleum exploration annually
- Monitor compliance of petroleum license holders quarterly
- Conduct stakeholder engagements when the need arises

**We will respond to you on Tel: +264 61-284 8212, E-mail: [pa@mme.gov.na](mailto:pa@mme.gov.na)**

## **DEPARTMENT: DIAMOND AFFAIRS**

### **Division: Regional Inspection Services**

- Issue restricted area permits (RAP) within five working days
- Conduct onboard inspections of prospecting and mining vessels at all times
- Monitor diamond mining processes and prospecting operations at all times
- Monitor the handling, safekeeping, and transportation of diamond-bearing gravel at all times
- Escort transportation of diamonds at all times
- Provide advice on matters relating to the security of diamonds and the industry when needed
- Monitor dismantling and removal of mining equipment at local and foreign ports at all times
- Seal gravels recovered onshore and in-ports at all times
- Conduct stakeholder engagements quarterly
- Issue clearance certificates to diamond mining and exploration vessels within five working days

**We will respond to you on Tel: 063) 234 232 Oranjemund, (063) 203583 Lüderitz and (064) 4105800 Swakopmund, E-mail: ris@mme.gov.na**

### **Division: Windhoek Inspection Services**

- Issue diamond permits within two working days, provided all relevant documents are submitted
- Issue diamond licenses within three months
- Issue Kimberley Process certificates within three working days
- Conduct inspections at manufacturers and tradehouses quarterly or when the need arises
- Monitor transportation, storage, and handling of diamonds at all times
- Monitor diamond sorting, valuing, sales, and marketing processes at all times
- Verify and validate the import/export of diamonds within five working days
- Provide advice on matters relating to the promotion and protection of diamond resources and industry at all times
- Continuously implement Namibia's obligations to the Kimberley Process Certification Scheme (KPCS) and the Africa Diamond Producers Association (ADPA)
- Conduct stakeholder engagement quarterly

**We will respond to you on Tel: +264 61 284-8320, E-mail: wis@mme.gov.na**

## **DEPARTMENT: GEOLOGICAL SURVEY**

### **DIRECTORATE: APPLIED GEOSCIENCES**

#### **Division: Engineering and Environmental Geology**

- Respond to geological hazard incident reports within 14 working days
- Conduct engineering geological mapping when the need arises
- Continuously populate and maintain the department's geotechnical database
- Undertake geo-environmental monitoring for mining operations quarterly

- Assess the safety and contamination risks of old unrehabilitated mine sites bi-annually
- Provide detailed reports on geo-environmental assessments and investigations of geological hazards within 30 days

**We will respond to you on Tel: +264 61 284-8114, E-mail: [deeg@mme.gov.na](mailto:deeg@mme.gov.na)**

**Division: Economic Geology**

- Continuously provide economic geology data and information
- Continuously research and advise on mineral exploration potential
- Promote mineral investments in Namibia at all times
- Manage mineral exploration data and sample archives at all times

**We will respond to you on Tel: +264 61 284-8343, E-mail: [deg@mme.gov.na](mailto:deg@mme.gov.na)**

**Division: Geochemistry & Laboratory**

- Weigh geological samples within 10 working days or when the need arises
- Crush and pulverise geological materials within 10 working days
- Cut rocks and core samples within 10 working days
- Polish rock slabs within 10 working days
- Prepare thin sections within 15 working days
- Conduct heavy mineral separation within 10 working days
- Analyse geochemical samples with X-Ray Fluorescence Spectrometer (XRF) within 10 working days
- Identify minerals with X-Ray Diffraction (XRD) within 10 working days
- Provide gemological services within 10 working days

**We will respond to you on Tel: +264 61 284-8335, E-mail: [Geochem@mme.gov.na](mailto:Geochem@mme.gov.na)**

**DIRECTORATE: MAPPING AND GEO-INFORMATION**

**Division: Geophysics**

- Acquire, process and interpret ground and airborne geophysical data when needed
- Provide airborne and ground geophysical data within three working days
- Promote geophysical data and information continuously
- Continuously monitor earthquake occurrence
- Provide earthquake reports when the need arises
- Create earthquake awareness biannually
- Provide earthquake intensity reports within three weeks after earthquake detection
- Issue earthquake media release within a day after an earthquake is detected
- Conduct geoscientific research when the need arises
- Continuously manage the international infrasound station for nuclear explosions

**We will respond to you on Tel: +264 61 284-8146, E-mail: [geophysics@mme.gov.na](mailto:geophysics@mme.gov.na)**

**Division: Regional Geoscience**

- Produce research data on mapping projects within three years
- Provide geological maps, reports, and data sets within three working days



- Continuously administer the geological database using GIS technology
- Process and interpret satellite images for map production within 10 working days
- Edit geo-scientific papers and maps within 10 working days
- Provide geoscientific advice at all times

**We will respond to you on Tel: +264 61 284-8398, E-mail: drg@mme.gov.na**

#### **Division: Geo-Information**

- Continuously manage and provide geoscience information
- Continuously maintain the Earth Data Namibia and Universal Knowledge System (UKS) databases
- Continuously create awareness of geoscience data, information, and earth science products
- Ensure that geoscience information complies with national and international standards at all times
- Assist researchers, lecturers, and teachers with access to collections of rocks, minerals, meteorites and fossils for research and educational purposes when the need arises
- Store and manage collections of geoscience resources like rocks, minerals, meteorites and fossils at all times

**We will respond to you on Tel: +264 61 284-8101, E-mail: geoinfo@mme.gov.na**

#### **DEPARTMENT: MINES**

##### **Division: Controlled Minerals and Research**

- Provide statistical reports and information on minerals bi-annually
- Validate mineral prices on export permit applications and provide recommendations within two working days, provided all requirements are met
- Calculate mineral royalties within two working days
- Inspect mineral parcels when the need arises
- Ensure that minerals are always traded at a reasonable price at all times
- Evaluate uranium long-term sales and exchange contracts and provide recommendations within three working days
- Research international mineral prices when the need arises

**We will respond to you on Tel: +264 61 284-8161, E-mail: cmmd@mme.gov.na**

##### **Division: Mineral Rights and Resources Development**

- Issue a Reconnaissance License, Exclusive Reconnaissance License, Exclusive Prospecting License and Mineral Deposit Retention License within four months
- Assess mineral rights licenses within 14 working days
- Issue a mining license within 12 months
- Register mining claims within seven working days, provided all the required documents are submitted
- Issue a Non-Exclusive Prospecting License within one working day
- Issue an HVM permit within 10 working days
- Issues export & transport permits within two working days

- Continuously monitor compliance on exploration and mining licenses as well as mining claims
- Ensure that exploration reports are submitted as per the Minerals and Prospecting Act
- Continuously update and manage the mining portal
- Publish the updated mineral rights list on the website monthly

**We will respond to you on Tel: +264 61 284-8290, E-mail: mrrd@mme.gov.na**

**Division: Mine Safety and Operations**

- Conduct mine inspections every quarter or when the need arises
- Issue Blasting Certificates for open cast and underground mine operations upon receipt of payment within 10 working days
- Test and certify pressure vessels annually
- Issue Accessory Works Permit upon receipt of payment within 30 working days
- Assess and approve mine plans annually
- Investigate mine accidents within 72 hours after informing mines Inspectors
- Review Mine Health and Safety Regulations when the need arises

**We will respond to you on Tel: +264 61 284-8254, E-mail: msod@mme.gov.na**

**Division: Small-Scale Mining**

- Continuously provide technical support services to small-scale miners
- Analyse rock samples and provide reports thereof within two working days
- Co-ordinate training for small-scale miners annually
- Facilitate participation of small-scale miners at exhibitions and conferences when the need arises
- Provide information on mining legal requirements at all times
- Provide support on pegging of claims within three months, provided requirements are met
- Facilitate the formation of small-scale mining associations and co-operatives within one month
- Settle land/farm access disputes between farm owners and miners within three months

**We will respond to you on Tel: +264 61 284-8258, E-mail: ssmd@mme.gov.na**

**DIRECTORATE: ADMINISTRATION SERVICES**

**Division: Information Technology**

- Provide adequate IT hardware/software and network infrastructure at all times
- Respond within five minutes on hardware failure
- Substitute failed hardware components within 14 working days
- Handle all ICT requests and enquiries within one working day
- Backup data for the production and testing environment daily
- Continuously manage and maintain ICT infrastructure
- Continuously manage and monitor network performance
- Manage all ICT licenses yearly based on the expiry date

- Develop major systems within two years and minor systems within a year
- Update in-house systems within three months
- Provide IT training to staff members on new applications within two months from the implementation date and requested training within one month
- Provide remote technical support to regional offices within one working day
- Acquire within two months, customise within one month and implement applications within four months
- Continuously maintain application systems

**We will respond to you on Tel: +264 61 284-8135, E-mail: [it@mme.gov.na](mailto:it@mme.gov.na)**

#### **Division: Security and Risk Management Services**

- Continuously monitor suspicious movements around the office
- Liaise with other law enforcement agencies at all times
- Safeguard the Ministry's group assets at all times
- Commence investigations on reported security and risk matters within two days
- Provide security advice and general security services when the need arises
- Conduct risk assessment after every two years or when the need arises
- Coordinate the vetting/of security clearance process in the Ministry within two working days upon request
- Provide security and risk awareness amongst the Ministry's staff members when the need arises
- Manage and control access to the buildings at all times
- Ensure compliance with international standards related to Anti-Money Laundering and Combating of Terrorism Financing Act at all times
- Respond to emergencies in the Ministry within an hour
- Issue staff access cards within one working day

**We will respond to you on Tel: +264 61 284-8435, E-mail: [fraud@mme.gov.na](mailto:fraud@mme.gov.na)**

#### **Division: Auxiliary Services and Record Management**

- Provide transport and issue trip authority within one day
- Collect and distribute licence disc within five working days after the expiring month
- Attend to all blue fuel queries and provide new blue fuel pins to the drivers within a day
- Ensure that pool vehicle applications for the government garage and ministerial pool are processed within four working days, provided vehicles are available
- Conduct vehicle inspections before and after handover
- Ensure that registry correspondences are posted, sorted, and delivered daily
- Process purchase order within two working days upon receipt of the approved Internal Requisition Form
- Coordinate the appointment of the Procurement Committee, the Procurement Management Unit once a year, and the Bid Evaluation Committee when necessary
- Advertise Bids within 14 working days upon receipt of the request from the project managers
- Evaluate bids within 30 days after the closing date.
- Conduct general stock-taking annually or when the need arises
- Issue and control stock daily
- Continuously maintain office hygiene

- Attend to minor maintenance within a day and significant maintenance within five working days

**We will respond to you on Tel: +264 61 284-8235, E-mail: [auxiliary@mme.gov.na](mailto:auxiliary@mme.gov.na)**

#### **Subdivision: Finance**

- Prepare and monitor the ministerial budget annually
- Control expenditure concerning appropriated funds annually
- Prepare monthly, quarterly and annual reports on budget execution
- Ensure compliance with laws and regulations governing the State Finance Act
- Process staff-related expenditures and allowances within two working days, provided funds are available
- Process supplier payments within 30 days, provided funds are available
- Compile financial reports monthly, quarterly, and annually
- Reconcile suspense, tax and expenditure accounts monthly
- Collect, safekeep, bank, and report different sources of revenue collected by the Ministry daily
- Prepare a report to the Auditor General's query directed to the Accounting Officer when the need arises

**We will respond to you on Tel: +264 61 284-8233, E-mail: [finance@mme.gov.na](mailto:finance@mme.gov.na)**

#### **Subdivision: Human Resource Management and Development**

- Attend to personnel enquiries immediately or within three working days
- Ensure that delegated positions are filled within three months and undelegated vacant positions within six months
- Issue annual leave credit notification monthly
- Respond to a request for leave days and extension within five working days
- Conduct payroll verification yearly
- Process employee benefit claims within one working day, provided all relevant documents are attached
- Process applications for medical aid, social security, and GIPF within one working day, provided all relevant documents are attached
- Process applications of homeowner's scheme for staff members (HOSSM) within three working days
- Attend to misconduct cases within one month of their occurrence
- Attend to grievances within five working days
- Conduct Training Needs Analysis (TNA) every three years
- Develop the Human Resource Development Plan every three years
- Develop training calendar from Personal Development Plans (PDP) annually
- Provide feedback on qualifying and non-qualifying training requests within five days after the training committee meeting
- Circulate bi-literal and sponsored training course information within one working day upon receipt
- Facilitate induction quarterly and orientation to staff members within five working days from the date of assumption of duties
- Coordinate Ministerial Training Committee activities when the need arises

**We will respond to you on Tel: +264 61 284-8327, E-mail: [hrp@mme.gov.na](mailto:hrp@mme.gov.na)**

## **SECTION: INTERNAL AUDIT**

- Conduct audits on the effectiveness of internal controls, governance, and risk management quarterly
- Conduct follow-up audits on implemented audit recommendations bi-annually
- Provide recommendations to management through audit reports within a month
- Present audit reports to the audit committee quarterly
- Provide assurances on the implementation of an effective risk management process at all times
- Investigate the request within seven working days of receipt

**We will respond to you on Tel: +264 61 284-8244, E-mail: auditor@mme.gov.na**

## **SECTION: PUBLIC RELATIONS**

- Disseminate information pertaining to the Ministry at all times
- Serve as a spokesperson for the Ministry when a need arises
- Continuously promote the mandate and operations of the Ministry
- Coordinate and cover official engagements and events of the Ministry when the need arises
- Produce ministerial publications when the need arises
- Send out media invitations three days before the event
- Provide feedback through various media platforms within three working days
- Monitor media reports about the Ministry daily
- Update the Ministry's website and social media pages at all times
- Continuously promote the Ministry's services and programs

**We will respond to you on Tel: +264 61 284-8325/8262, E-mail: info@mme.gov.na**

# **5. WHEN YOU CONTACT US**

## **If you phone us**

### **We will:**

- Answer to your call within three rings
- Return your call within two days if we can't provide an answer immediately

### **If you write to us:**

- We acknowledge receipt within two working days, provide you with an explanation of how we are handling your case and inform you when to expect an answer.

### **If you visit us**

- We will attend to you within five minutes if we have an appointment with us
- We will respond to your questions while you are with us, if we cannot, we will let you know why, and when you can expect an answer
- If you need referral, we will do it on your behalf by phone or by email and copy it to you and provide you with the name of the person to contact, address and contact details

## 6. YOUR VIEWS COUNT

- We continuously strive to improve our standards. To do this, we need to know what kind of service you want
- We promise to consider your views when setting our service standards
- Inform us if you are not satisfied and are unhappy with our service delivery
- Give us your comments so that we can improve our service

## 7. WHAT WE ASK OF YOU

**The quality of service we can provide to you depends on various issues including input and co-operation we receive. We therefore request you to:**

- Be honest, polite and patient
- Be timely in providing required and accurate information to the directorate
- Comply with existing Legislations, Regulations and Procedures
- Treat our staff members with the necessary respect

**When you communicate with us, please provide the following information:**

- Your full name
- Postal address/email address/telephone number/fax number
- Provide a clear description of your particular concern/s or need/s
- Keep a record of the issue at stake and the person in our Department/Directorate/ Division/Subdivision whom you dealt with as well as the date and the time of the communication to improve our services

## 8. DEALING WITH YOUR FEEDBACK, COMMENTS AND COMPLAINTS

*If you have any comment, suggestion or request about the activities or services of the Ministry you should contact: Phone: +264 61 284 8111, E-mail: [info@mme.gov.na](mailto:info@mme.gov.na), Website: [www.mme.gov.na](http://www.mme.gov.na) or Public Relations +264 61 284 8325/8262, E-mail: [info@mme.gov.na](mailto:info@mme.gov.na)*



MINISTRY OF MINES AND ENERGY

**OSHIKWANYAMA**

# Omushangwa wekanghameno ou

- Otau ndjadjukununa omayakulo oo hatu yandje (eshi hatu ningi)
- Otau fatulula kutya eekastoma detu oolyelye
- Otau ulike elitulemo letu
- Otau holola po omufika womayakulo oo to dulu okupewa kufye efimbo keshe
- Otau ulike eshi hatu ka ninga ngeenge wa kwatafana nafye
- Otau holola kutya omaliudo oye okwa valulwa
- Otau ulike eshi twa teelega kwoove
- Otau fatulula nghee to tu pe ouyelele nonghee to tula mo enyenyeto, ngeenge ino wanenwa komayakulo aa twe ku pa

## 1. ESHI HATU NINGI

### **OSHIKONDO: OIKWAENGHONO (OIKWALUSHENO)**

Okushilipaleka kutya ovakwashiwana aveshe otava dulu okupewa oikwaenghono ya wana notai dulika kukeshe umwe molwexumokomesho lopaliko nopanghalafano.

### **OSHIKONDO: OSHIKEFA SHOIKWAENGHONO (OLUSHENO NOMAHOOLI)**

Okufikifa pamwe eendado doikwaenghono itai pu po, omahooli nolusheno, nokuyandja eyambidido lopashimaliwa koikwaungoba yolusheno loketango kovakwashiwana ovo hava kala meenhele dihe na olusheno.

### **OSHIKONDO: OIPAMBELE YOIKWAMAHOOI**

Okushilipaleka efulemo, enduluko neyandjo loilongomwa yoikwamahooli she likolelela keemhango doikwamahooli.

### **OSHIKANDJO: OIPAMBELE YOKAWE**

Oshitukulwa: Omayakulo Omatalelo oPashitukulwa  
Okushilipaleka kutya eedjo dokawe oda amenwa koinyangadalwa ihe li pamulandu nokuxwaxwameka etulumumwe loshikondo shokawe.

### **Oshitukulwa: Omayakulo Omatalelo omOvenduka**

Okuxwaxwameka etulumumwe neandjakaneko loshikondo shokawe moikondo ikwao yokawe opo ku hapupalekwe oyeetwapo yasho kexumokomesho lopaliko nolopanghalafano moNamibia.

### **OSHIKANDJO: OMAPEKAPEKO OMUTUNGILO WEDU MONAMIBIA**

### **OSHIKONDO: OUNONGONONI WEDU**

### **Oshitukulwa: Elihongo lomutungilo wedu mekwatafano noikwaliko**

Okukonakona, okulopota nokuxwaxwameka nghee eedjo doifulwamedu yaNamibia tai dulu okunana ovapunguli vomeni novopondje yoshilongo.

### **Oshitukulwa: Omudingonoko womutungilo wedu nokunduluka po oinima yopaungoba**

Okuyandja omayakulo a pamba omudingonoko womutungilo wedu nokunduluka po oinima yopaungoba.



**Oshitukulwa: Elihongo laasho shi li medu nOngulu yokuningila omakonakono**  
Okuninga omakonakono opetameko e na sha noipambebe yomutungilo wedu.

**OSHIKANDJO: OKUKWATAKANIFA OMAUYELELE MAPE NAA A HANGIKA PO NALE**  
**Oshitukulwa: Elihongo loukwatya wedu**

Okumona nokukwatela po ouyelele woukwatya wedu u longifwe ngeenge taku kwatakanifwa nomauyelele, efulemo loikwamina nokupashukila omudingonoko.

**Oshitukulwa: Ouyelele u na sha nomutungilo wedu**

Okwaandjaneka ouyelele womutungilo wedu noikwamina ei ya li po, oikwamamanya ile oikwaivela ya wa mewangadjo, oinamwenyo noimeno ei ya fya ya kukutikilwa momamanya meni laNamibia.

**Oshitukulwa: Ounongononi womutungilo wedu Pashitukulwa**

Okuninga omapekapeko omutungilo wedu, okufaafanifa ouyelele upe naau wa hangika po wopashitukulwa nokukwatela po omauyelele omutungilo wedu pashitukulwa.

**OSHIKONDO: EEMINA**

**Oshitukulwa: Elinyengifo loikwamina ya kondololwa nomapekapeko**

Okukondolola elinyengifo loikwamina, okupashukila oilonga yomoshikondo shoikwamina nokukwatela po omivalu doikwamina

**Oshitukulwa: Omaufemba oikwamina nokweeta po Eedjo**

Okukondolola omaindilo omaufemba oikwamina nokupashukila efulemo loikwamamanya noinyangadalwa ikwao yokumina.

**Oshitukulwa: Oilonga yomomina nEameno**

Okutula omufindo keliufo komilandu da pamba oundjolowe neameno lovanailonga vomeemina.

**Oshitukulwa: Okumina oikwamina youhapu wopedu**

Okuxwaxwameka nokuvalula okatukulwa kokumina oikwamina youhapu wopedu.

**OSHIKONDO: OMAYAKULO OPAMBELEWA**

**Oshitukulwa: Ouyelele woPaungoba**

Okuyandja ouyelele wopaungoba, okukondolola oikwakompiuta nokukwatakanifa etumo lomauyelele kovanailonga vomouministeli weemina.

**Oshitukulwa: Eameno nOmayakulo Okuninipika oinima ei tai dulu okweeta oupyakadi**

Okuyandja omayakulo eameno momudingonoko womeni nopondje youministeli.

**Oshitukulwa: Omayakulo a wedwa po nokupashukila omishangwa**

Okuyandja eyambidido nomayakulo opambelewa, okukaleka po omatungo ombelewa, eefuto doilandomwa nomayakulo, eetuwa, omishangwa, eekondalaka nokupashukila eemhungulilo.

## **Oshitukulwa: Oimaliwa nEpashukilo lEedjo doPanhu**

### **Okatukulwa: Oimaliwa**

Okukaleka po epashukilo loikwaimaliwa meni louministeli woikwamina noikwaenghono paeveta nopamilandu odo tadi wilike oimaliwa yepangelo.

### **Okatukulwa: Epashukilo lEedjo doPanhu nOmapendulepo**

Okuyandja eyambidido loikwambelewa nomayakulo okuunganga noinima ya pamba epashukilo leedjo dopanhu, to kwatele po omadeulo nomayambulepo mouministeli ndee to kwashilipaleke kutya eemhango nomilandu odi uditawe ko mondjila, oda tulwa moilonga notadi liufwa kudo.

### **Okanhoko: Evalulo lomaliko lomeni**

Okukonakona ndee to xwepopeke omukalo wokuninipika oinima ei tai dulu okutula omaliko ouministeli moupyakadi, ekondololo lomeni, nomukalo wewiliko.

### **Okanhoko: Ekwatakanifo noshiwana**

Oshi li po ongekwatanifo pokati kouministeli, oikundaneki, ovakwashiwana novakufimbinga vamo.

## **2. Ovayakulwa vetu**

- Ovaandjaneki vOlusheno Pashitukulwa
- Ovanduluki vOlusheno voPaumwene
- Ehangano lokuyandja Olusheno laNamibia (NamPower)
- Omalelo eedoolopa
- Oshiwana ashishe
- Omahangano epangelo (OMAs) nOmalelo opaitukulwa (RCs)
- Eekampani domahooli
- Ovanaelisinisa doikwamahooli
- Ovapunguli
- Eekampani tadi diladila oku ka fula okawe
- Eekampani dokufula okawe
- Ovanaelisinisa dokawe
- Ovafaneki velongifo ledu
- Omahangano omidingonoko
- Ovapekapeki
- Ovanaelisinisa dokumina
- Ovanafaalama
- Omahangano opaiwana
- Ovamini woikwamina youhapu wopedu ve limanga kumwe
- Ovayandji vomayakulo noilandifomwa
- Ovanailonga mouministeli weemina noikwaenghono

### 3. EUDANEKO LETU KUNYE

Eudaneko letu kovayakulwa vetu olo okuyandja omayakulo omeendelelo noku li nawa nohatu kendabala tu longe oilonga yetu hatu wilikwa komakanghameno ta shikula:

#### **Okukalela po oilonga yetu**

Ohatu kalele po oinyangadalwa yetu aishe noidjemo yayo, nohatu ka nyamukula omapulo kombinga yaashi twa longa.

#### **Okunyamukula meendelelo nonombili**

Ohatu ka kendabala okuyandja omayakulo pashilalakanenwa nopaudaneko letu.

#### **Okweeta po oinima ipe**

Otu na oshinakuwanifwa shokukandula po omikundu tashi pitile momikalo dokudiladila nexwepokeko tali twikile.

#### **Ounashili**

Ohatu wanifa po eudaneko loshilalakanenwa shetu okupitila momikalo odo tadi ulike oshili, okukala noshinakuwanifwa nouyuki.

#### **Okulonga shi liwetikile**

Ohatu ka longa oinyangadalwa yetu shi liwetikile nohatu ka ulika ouyelele moitanaisho efimbo eli u li po.

### 4. EUDANEKO LOMAYAKULO ETU/OMAKANGHAMENO

#### **OSHIKONDO: OIKWAENGHONO**

- Okutota po omilandu edi tadi wilike oshikondo shoikwaenghono apa sha pumbiwa
- Okutalulula nokupepaleka omilandu apa sha pumbiwa
- Okuyandja olusheno koitukulwa yokomikunda nokoiputudilo yepangelo oyo ihe li modoolopa yo kai li komikunda odula keshe
- Okutalulula Environmental Impeact Assessment yeeprojeko doikwaenghono meni lomafiku 14 oilonga
- Okutalulula eetepo neandjaneko lomilandu deelisinisa nokuyandja omafaneko axuuninwa kuMinista meni lomafiku 14 oilonga
- Okushilipaleka kutya otaku liufwa keemhango edi da tulilwa po oikwaenghono efimbo alishe
- Okutwikila okuyandja ouyelele kombinga Electricity Supply Industry(ESI)
- Okutwikila okuninga omawaxwameko a pamba oikwaenghono
- Okwoongela, okundjadjkununa, nokupashukila omauyelee e na sha noikwaenghono efimbo alishe
- Okukwatela komesho omapekapeko omoshikondo shoikwaenghono apa sha pumbiwa
- Okuningila ovakufimbinga moshikondo shoikwaenghono omadeulo apa sha pumbiwa

Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8305, Oimeila: dde@mme.gov.na

### **OSHIKONDO: OSHIKEFA SHOIKWAENGHONO**

- Okutambula oifuta yoi longomwa yolusheno nomahooli meni lomwedi umwe konima yelandifo
- Okuyandja omikuli doishoshela i li pedu komahangano oo a dimininwa okupewa omikuli meni lomafiku 30 eshi epitikilo la yandjwa
- Okufuta oimaliwa ei ya kamba ko nokutambula oimaliwa ei ya futwa ya pitilila meni lomafiku 30
- Okufuta oshimaliwa shokuyambidida eendado domahooli nolusheno meni lomafiku 30
- Okuyandja oshimaliwa shomikuli doifuta ya yambididwa opo ku landwe oikwaenghono hai di meedjo doikwaungoba ihai pu po meni lomafiku 30
- Okwoongela oifuta yomikuli omwedi keshe
- Okukonakona oikwaungoba yoikwaenghono ihai pu po ei ya tulwa po meni leemwedi 12

**Ohatu ke ku nyamukula konomola yongodi: +264 61-284 8404,**

**Oimeila: nef@mme.gov.na, srf@mme.gov.na**

### **OSHIKONDO: OIPAMBELE YOIKWAMAHOOLI**

- Okuyandja eelisinisa doku ka konga nokweeta po omahooli meni leemwedi hamano
- Okuyandja olisinisa yokulanda paholosaila, yokulandifa kooshimwe, odjapo yokutula po eenhele dokulandifila nokuyandja opelemeta yomahooli a longifwa (Wholesale License, Retail License, Consumer Installation Certificate, and Used Oil Permit) meni leemwedi hamano
- Okuninga omatalelo e na sha noundjolowele, oukalinawa, eameno nomudingonoko woiyangadalwa ya pamba omahooli meemwedi nhee keshe
- Okuufa nokushiivifa ondado yoikwamahooli moshilongo ashishe omwedi keshe
- Okuduta nokutalulula omilandu nomaufomhango oshikondo shoikwamahooli apa sha pumbiwa
- Okutwikila okuyelifila ovanhu kombinga yoinyangadalwa ya pamba oikwamahooli moNamibia
- Okuninga omapekapeko e na sha nomutungilo woukwatya wedu a pamba okukonga oikwamahooli odula keshe
- Okukonakona ngeenge ava ve na eelisinisa doikwamahooli otave liufa keemhango meemwedi nhee keshe
- Okuningila ovakufimbinga oyoongalele apa sha pumbiwa

**Ohatu ke ku nyamukula konomola yongodi: +264 61-284 8212,**

**Oimeila: pa@mme.gov.na**

### **OSHIKANDJO: OIPAMBELE YOKAWE**

#### **Oshitukulwa: Omayakulo Omatalelo oPashitukulwa**

- Okuyandja epitikilo lokuya meenhele da ngabekwa (RAP) meni lomafiku atano oilonga
- Okuninga omatalelo meni leembautu edi tadi hade naadi tadi fe eedjo dopaushitwe efimbo alishe
- Okutala omikalo dokufa naadi dokuhada okawe efimbo alishe

- Okutala ngehe edu eli li na okawe tali unywaungwa nalo, tali amenwa nonghee tali humbata moyeendifo efimbo alishe
- Okufindikila oyeendifo ei ya humbata okawe efimbo alishe
- Okuyandja omaye mo inima ya pamba eameno louwe moshikondo shoikwamina youwe apa sha pumbiwa
- Okutala eshi oilongifo yomeemina tai dikululwa po notai kufwa po pomatulilo omeni naa opondje yoshilongo efimbo alishe
- Okupungula edu eli la fewa meemina nopomatulilo eembautu efimbo alishe
- Okuningila ovakufimbinga oyoongalele opo va yandje omadiladilo avo meemwedi nhee keshe
- Okuyandja odjapo yepitikilo keembautu dokumina nodokukonga okawe meni lomafiku atano oilonga

**Ohatu ke ku nyamukula konomola yongodi: 063) 234 232 Oranjemund, (063) 203583 Lüderitz and no(064) 4105800 Swakopmund, Oimeila: ris@mme.gov.na**

### **Oshitukulwa: Omayakulo Omatalelo omOvenduka**

- Okuyandja epitikilo lokufa okawe meni lomafiku avala sha hanga kutya eembapila adishe da pumbiwa oda yandjwa
- Okuyandja eelisinisa dokawe meni leemwedi nhatu
- Okuyandja eedjapo dOmulandu waKimberley meni lomafiku atatu oilonga
- Okuningila eefabulika neenhele domalandifilo omatalelo meemwedi nhee keshe nongeenge sha pumbiwa
- Okutala ngehe okawe taka londekwa moyeendifo, taka pungulwa nonghee taka unywaungwa nako efimbo alishe
- Okutala ngehe okawe taka yoololwa, taka tulwa ondado, taka landifwa nomilandu domalandifo efimbo alishe
- Okushilipaleka nokukoleka eetemo nepitifemo louwe moshilongo meni lomafiku atano oilonga
- Okuyandja omaye mo inima ya pamba exwaxwameko neameno leedjo dokawe moshikondo shoikwamina efimbo alishe
- Okutwikila okutula moilonga oshinakuwanifwa shaNamibia shokuliufa kOmulandu waKimberley wokuyandja eedjapo (KPCS) naau wEhangano laAfrika lOvalongi vOkawe (ADPA)
- Okuningila ovakufimbinga oyoongalele opo va yandje omadiladilo avo meemwedi nhee keshe

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8320, Oimeila: wis@mme.gov.na**

### **OSHIKANDJO: OMAPEKAPEKO OMUTUNGILO WEDU OSHIKONDO: OUNONGONONI WEDU**

Oshitukulwa: Omudingonoko womutungilo wedu nokunduluka po oikwaungoba

- Okunyamukula keelopota doiponga ya pamba omutungilo wedu ya holoka koshi yedu meni lomafiku 14 oilonga
- Okuninga omafaafanifo okunduluka oikwaungoba yomutungilo wedu apa sha pumbiwa
- Okutwikila okuweda mo nokukaleka po omauyelele opaungoba

- Okupashukila omudingonoko womutungilo wedu omo tamu minwa meemwedi nhee keshe
- Okukonakona eameno, noinima ei tai dulu okukakeka eenhele omo kwa li hamu minwa nale luvali modula
- Okuyandja eelopota de lixwa po kombinga yekonakono lomudingonoko womutungilo wedu nokukonakona oiponga ya holoka momudingonoko wedu meni lomafiku 30

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8114,  
Koimeila: deeg@mme.gov.na**

**Oshitukulwa: Elihongo lomutungilo wedu mekwatafano noikwaliko**

- Okutwikila okuyandja ouyelele welihongo lomutungilo wedu paliko inau ndjadjukununwa naau wa ndjadjukununwa
- Okutwikila okuninga omapekapeko nokuyandja omayeke e na sha nomukalo wokukonga ngeenge medu otamu dulu okudja oikwamina ya sha
- Okuxumifa komesho omapungulo oikwamina moNamibia efimbo alishe
- Okupashukila ouyelele wokukonga oikwamina nokukala ho pungula oupambu efimbo alishe

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8343,  
Koimeila: deg@mme.gov.na**

**Oshitukulwa: Elihongo laasho shi li medu nongulu yokuningila omakonakono**

- Okuvixa ounduba vedu meni lomafiku 10 oilonga ile apa sha pumbiwa
- Okutatula nokunyanyaula oifulomwa ya fulwa medu meni lomafiku 10 oilonga
- Okuteta omamanya nokatukulwa oko ka kufwa melambo olo li li po ka ka konakonwe meni lomafiku 10 oilonga
- Okupusha oipambu yomamanya okuninga omalupanda meni lomafiku 10 oilonga
- Okulongekida outukulwa vanini va ka konakonwe meni lomafiku 15 oilonga
- Okudinda eedjo didjuu dopaushitwe meni lomafiku 10 oilonga
- Okunongonona oikonakonwa yaasho shi li medu no X-Ray Fluorescence Spectrometer (XRF) meni lomafiku 10 omafiku oilonga
- Okutofa mo eedjo dopaushitwe neshina lo X-Ray Diffraction (XRD) meni lomafiku 10 oilonga
- Okuyandja omayakulo elihongo lomamanya ongushu meni lomafiku 10 oilonga

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8335,  
Koimeila: Geochem@mme.gov.na**

**OSHIKANDJO: OKUKWATAKANIFA OMAUYELELE MAPE NAA A HANGIKA PO NALE**

**Oshitukulwa: Elihongo loukwatya wedu mewangadjo**

- Okumona, okulonga nokufatulula ouyelele woukwatya wedu wopedu nowopombada apa sha pumbiwa
- Okuyandja ouyelele woukwatya wedu wopedu nowopombada meni lomafiku atatu oilonga
- Okuxwaxwameka ouyelele inau ndjadjukununwa naau wa ndjadjukununwa u na sha noukwatya wedu tashi twikile

- Okutwikila okukala ho tale ngeenge ekakamo ledu otali holoka
- Okuyandja eelopota dekakamo ledu apa sha pumbiwa
- Okuyandja ouyelele kombinga yekakamo ledu luvali modula
- Okuyandja eelopota dounene wekakamo ledu meni loivike itatu konima yekakamo ledu
- Okuyandja omushangwa wopambelewa meni lefiku limwe konima yekakamo ledu
- Okuninga omapekepeko okunongonona edu apa sha pumbiwa
- Okutwikila okupashukila ositaasi yopaiwana i na sha nokuuda omitopelo doikwalute

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8146,  
Koimeila: geophysics@mme.gov.na**

**Oshitukulwa: Ounongononi woukwatya wedu pashikandjo**

- Okweeta po ouyelele womapekepeko meeproyeka dokufaafanifa ouyelele ou upe naau wa hangika po nale meni leedula nhatu
- Okuyandja owaalita vomutungilo wedu, eelopota nomaxwata ouyelele meni lomafiku atatu oilonga
- Okutwikila okutonatela onhele youyelele u na sha nedu taku longifwa oungoba wo GIS
- Okufaneka nokufatulula omafano omombada opo ku ningwe owaalita meni lomafiku 10 oilonga
- Okutalulula eembapila dounongononi wedu nowaalita meni lomafiku 10 oilonga
- Okuyandja omayele ounongononi wedu efimbo alishe

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8398,  
Koimeila: drg@mme.gov.na**

**Oshikondo: Ouyelele u na sha nomutungilo wedu**

- Okutwikila okupashukila nokuyandja ouyelele u na sha nokunongonona edu
- Okutwikila okukaleka po omauyelele aNamibia e na sha nedu mo Earth Data Namibia nomayebelele omeekompiuta ounyuni aushe moUniversal Knowledge System (UKS)
- Okutwikila okuyandja ouyelele wounongoni wedu inau ndjadjukununwa naau wa ndjadjukununwa noilongomwa yopauunongononi hai di medu
- Okushilipaleka kutya ouyelele wokunongonona edu otau liufa komulandu wopashiwana nowopaiwana efimbo alishe
- Okukwafela ovapekepeki, ovalongi vokoiputudilo yopombada, novalongifikola u va pe omhito yokuya keenhele oko kwa ongelwa omamanya, oikwakuminwa, oikwamamanya/oikwaivela ei hai u mewangadjo noimeno noinamwenyo ya fya ya kukutikilwa momamanya nelalakano lokuninga omapekepeko osho yo okulonga ovalongwa apa sha pumbiwa
- Okupungula nokutonatela oyoongelwa yeedjo denongonono ledu ngaashi omamanya, oikwakuminwa, oikwamamanya/oikwaivela ei hai u mewangadjo noimeno noinamwenyo ya fya ya kukutikilwa momamanya efimbo alishe

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8101,  
Koimeila: geoinfo@mme.gov.na**

## **OSHIKONDO: EEMINA**

### **Oshitukulwa: Elinyengifo loikwamina ya kondololwa nOmapekapeko**

- Okuyandja eelopota domivalu nouyelele u na sha noikwamina luvali modula
- Okushilipaleka eendado doikwamina nokulongifa omaindilo eepelemeta dokupitifa mo nokuyandja omafaneko meni lomafiku avali oilonga, shimha ashike oipumbiwa aishe ya wanifwa po
- Okuvalula oimaliwa ei tai futwa molwelongifo loikwamina meni lomafiku avali
- Okukonakona oupakete voikwamina apa sha pumbiwa
- Okushilipaleka kutya oikwamina otai landifwa alushe kondado i li xwepo
- Okukonakona omalandifo efimbo lile ouranium neshaino leekondalaka nokuyandja omafaneko meni lomafiku atatu oilonga
- Okupekapeka kombinga yeendado doikwamina dopaiwana apa sha pumbiwa

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8161,**

**Koimeila: [cmmd@mme.gov.na](mailto:cmmd@mme.gov.na)**

### **Oshitukulwa: Omaufemba koikwamina nokweeta po eedjo**

- Okuyandja eelisinisa dokuninga omapekapeko omafano omutungilo wedu opombada naa opedu omadina aa Reconnaissance License, Exclusive Reconnaissance License, Exclusive Prospecting License no Mineral Deposit Retention License meni leemwedi nhee
- Okukonakona omaufemba eelisinisa doikwakuminwa meni lomafiku 14 oilonga
- Okuyandja olisinisa yokumina meni leemwedi 12
- Okuyandja oufemba wokumina weemina dishona wa diminwa meni lomafiku aheyalil oilonga, shamha ashike eedokumente adishe da pumbiwa opo di li
- Okuyandja olisinisa yo Non-Exclusive Prospecting License meni lefikulu limwe lolonga
- Okuyandja opelemeta yo HVM meni lomafiku 10 oilonga
- Okuyandja eepelemeta dokupitifa mo nokuhumbata oikwamina (Export and transport permit) moyeendifo meni lomafiku avali oilonga
- Okukala ho tale ngehe taku liufwa keemhango dokukonakona nodokulongifa eelisinisa dokumina osho yo omaufemba a diminwa
- Okushilipaleka kutya eelopota dokunongonona oikwakuminwa oda yandjwa she likwatelela koveta yoikwakuminwa yo Mineral and Prospecting Act
- Okutwikila okupepaleka nokupashukila epandja lopaungoba loikwamina
- Okunyanyangida omusholondodo upe womaufemba oikwakuminwa kepandja lopaungoba louministeli omwedi keshe

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8290,**

**Koimeila: [mrrd@mme.gov.na](mailto:mrrd@mme.gov.na)**

### **Oshikondo: Oilonga yomOmina nEameno**

- Okutalela eemina alushe konima yeemwedi nhee ile ngeenge sha pumbiwa
- Okuyandja Eedjapo dokutatula edu mu kufwe oikwamina yokoshi yedu shimha ofuto ya tambulwa meni lomafiku 10 oilonga
- Okukonakona nokushilipaleka oikwatelwa yoikwamku ile oikunguluki odula keshe
- Okuyandja Opelemeta yoOilonga shimha ofuto ya tambulwa meni lomafiku 30 oilonga
- Okukonakona nokuyandja ediminino leepulana deemina odula keshe



- Okukonakona oiponga ya holoka momina meni leevili 72 konima eshi Ovataleli veemina va lombwelwa
- Okutalulula omilandu di na sha noundjolowele neameno mOmina apa sha pumbiwa

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8254,**  
**Koimeila: msod@mme.gov.na**

**Oshikondo: Okumina oikwamina youhapu wopedu**

- Okutwikila okuyandja omayakulo eyambidido lopaungoba kovanamina hava fulu oikwamina youhapu wopedu
- Okukonakona omamanya a yooloka nokuyandja olopota meni lomafiku avali oilonga
- Okukwatakanifa omadeulo ovanhu hava fulu oikwamina youhapu wopedu odula keshe
- Okukwafela ovanhu hava fulu oikwamina youhapu wopedu va kufe ombinga momaulikilo nomoyoongalele apa sha pumbiwa
- Okuyandja ouyelele wokombinga yoipumbiwa yopaveta yomokumina efimbo alishe
- Okuyandja eyambidido kombinga yokutula onhele meengaba meni leemwedi nhatu, shimha ashike oipumbiwa aishe ya wanifwa po
- Okukwafela pa totwe omahangano nungudu vokulimanga kumwe vovanhu ovo hava fulu oikwamina youhapu wopedu meni lomwedi umwe
- Okuxulifa po eenhamanana dedu/dofaalama pokati kamwene wofaalama naavo tava fulu oikwamina meni leemwedi nhatu

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8258,**  
**Oimeila: ssmd@mme.gov.na**

**OSHIKONDO: OMAYAKULO OPAMBELEWA Oshitukulwa: Ouyelele wopaungoba**

- Okuyandja oilongifo yeekompiuta neepoloxalama domeekompiuta da wana noilongifo yomakwatakanifo efimbo keshe
- Okunyamukula meni lominute nhano ngeenge okompiuta oya stopa okulonga
- Okupingena po oitukulwa yokompiuta ei ya teka meni lomafiku 14
- Okuungaunga nomapulo aeshe e na sha nomakwatafano opaungoba (ICT) meni lefiku limwe loilonga
- Okupungula ouyelele wailonga nokukonakona omudingonoko efiku keshe
- Okutwikila okupashukila nokukaleka po oilongifo nomakwatafano opaungoba (ICT)
- Okutwikila okupashukila oilonga yopamakwatafano
- Okutonatela eelisinisha adishe domakwatafano opaungoba (ICT) odula keshe she likolelela kefiku lokukwisha kwoshinima
- Okutota po omikalo dokukondolola eekompiuta dakula meni leedula mbali naadi dinini meni lodula imwe
- Okupepaleka omikalo dokukondolola eekompiuta mouministeli meni leemwedi nhatu
- Okuyandja omadeulo kovanhu ava hava longo nouyelele wopaungoba (IT) kombinga yeepoloxalama dipe dopaungoba meni leemwedi mbali okudja pefiku letulomoilonga nomeni lomwedi umwe ngeenge omadeulo a pulwa

- Okuyandja eyambidido lopaungoba keembelewa dopashitukulwa meni lefiku limwe to shi ningile apa u li
- Okumona oilongifo meni leemwedi mbali, oku i lundulula meni lomwedi umwe noku i tula moilonga meni leemwedi nhee
- Okutwikila okukaleka po eepoloxolama domeekompiuta

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8135,**

**Oimeila: it@mme.gov.na**

**Oshitukulwa: Eameno nomayakulo okunipika oinima ei tai dulu okweeta oupyakadi**

- Okutwikila okutala omalinyengo taa limbililike momudingonoko wombelewa
- Okukwatafana nomahangano omakwatelipo oveta efimbo alishe
- Okwaamena oilongifo youministeli efimbo alishe
- Okuhovela okuninga omakonakono e na sha nomaupyakadi eameno osho yo oiponga ya lopotwa meni lomafiku avali
- Okuyandja omayeke eameno nomayakulo eameno akwalukeshe apa sha pumbiwa
- Okuninga omakonakono okutala ngeenge ope na oshiponga konima yeedula mbali keshe ile apa sha pumbiwa
- Okukwatakanifa omakonakono omoule omukalo wokushilipaleka kutya kape na onghalo tai tula eameno moshiponga mouministeli meni lomafiku avali oilonga konima ngeenge sha pulwa
- Okuyandja eameno nelongo kombinga yoiponga ei tai dulu okuholoka mokati kovanailonga mouministeli apa sha pumbiwa
- Okutonatela nokukondolola oupitilo wokuya metungo efimbo alishe
- Okushilipaleka okuliufa komilandu dopaiwana da kwatakanifwa kEndjondjo loimaliwa nOveta yokukeelela Omikalo dOukulo Pashimaliwa
- Okunyamukula keenghalo da nyika oshiponga mOuministeli meni lovili imwe
- Okupa ovanailonga oukalata vokuya metungo meni lefiku limwe loilonga

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8435,**

**Oimeila: fraud@mme.gov.na**

**Oshitukulwa: Omayakulo a wedwa po nokupashukila omishangwa**

- Okuyandja osheendifo neembapila doufemba wokulongifa osheendifo osho meni lefiku limwe
- Okwoongela nokuyandja eelisinisa dopomakende oihauto meni lomafiku atano konima yomwedi eshi da kwisha
- Ohatu ka nyamukula omapulo aeshe e na sha nokakalata kokunwefa omahooli kedina blue fuel nohatu ka yandja eenomola domeholeko dokakalata kobblue fuel kovashingi meni lefiku limwe
- Okushilipaleka kutya eembapila deehelo lomahauto oo haa ehelwa mongalashe yepangelo naa haa di mouministeli okwa manifwa meni lomafiku ane oilonga, shimha ashike kutya omahauto omo e li
- Okuninga ekonakono loshihauto ofimbo ino shi yandja nokonima eshi we shi yandja
- Okushilipaleka kutya omakwatafano omombelewa yokuninga omakwatafano okwa tumwa, okwa tongololwa nokwa kififwa efiku keshe

- Okulonga mo eembapila domafutilo meni lomafiku avali oilonga shimha kwa yakulwa Ofooloma yOmeni yOkupula omayakulo oo (Internal Requisition Form)
- Okukwatakanifa euliko lOkomitiye yokuungaunga neefuto doilandomwa nomayakulo (Procurement Committee), Oshitukulwa shEwiliko lOilandomwa nomayakulo lumwe modula, nOkomitiye yOkukonakona Omaindilo aava va hala okuyandja omayakulo (Bid Evaluation Committee) apa sha pumbiwa
- Okuninga omashivifo omayakulo a pumbiwa meni lomafiku 14 shimha kwa yakulwa eindilo okudja kuMenendja wopoloyeka
- Okukonakona Omaindilo aava va hala okuyandja omayakulo meni lomafiku 30 konima eshi omaindilo a pata.
- Okuninga evalulo lakwalukeshe lomaliko odula keshe ile apa sha pumbiwa
- Okuyandja nokukondolola omaliko efiku keshe
- Okutwikila okukaleka po oukoshoki mombelewa
- Okulonga oilonga yokupangela oinima ei inini meni lefiku limwe naai yakula meni lomafiku atano oilonga

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8235,**  
**Oimeila: auxiliary@mme.gov.na**

#### **Okatukulwa: Oimaliwa**

- Okulongekida nokutonatela onhengenekofaneko youministeli odula keshe
- Okukondolola oifuta yoimaliwa ei ya yandjwa odula keshe
- Okulongekida eelopota delongifo lomutengenekwamuvalu omwedi keshe, konima yeemwedi nhee nokodula keshe
- Okushilipaleka okuliufa keeveta nokomaufomhango e na sha nOveta yOimaliwa yEpangelo
- Okulonga mo eefuto domauwa ovanailonga meni lomafiku avali oilonga, shimha ashike oimaliwa opo i li
- Okulonga mo eefuto dovayandji vomayakulo meni lomafiku 30, shimha ashike oimaliwa opo i li
- Okulongekida omushangwahokololo woimaliwa omwedi keshe, konima yeemwedi nhee nokodula keshe
- Okuvalula ngeenge oidjemo noyuuyemo otai tu kumwe, nokuvalula oifendela noidjemo omwedi keshe
- Okwoongela, okukaleka meameno, okumbaanga nokulopota eedjo da yooloka doiniwe ya ongelwa kOuministeli efiku keshe
- Okulongekida omushangwahokololo wokombelewa yOmuvalulindjai tau yukifwa kOmunambelewa Omuvululi, apa sha pumbiwa

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8233,**  
**Oimeila: finance@mme.gov.na**

#### **Okatukulwa: Epashukilo leedjo dopanhu nomapendulepo**

- Okunyamukula komapulo ovanailonga diva ile meni lomafiku atatu oilonga
- Okushilipaleka kutya eemhito doilonga apa pe na ovanailonga tava vatele oda yadifwa meni leemwedi nhatu naapa pehe na ovanhu omeni leemwedi hamano
- Okushiivifila omunailonga omafiku aye efudo lokodula aa a xupa ko ine a longifa omwedi keshe
- Okunyamukula kepulo lomafiku efudo nepulo lelepeko lefudo meni lomafiku atano

- Okutala kutya ovanhu aveshe ava ve li momusholondodo wokufutwa ove li ngoo moilonga natango odula keshe
- Okulonga mo ombapila yeindilo lomauwa omunailonga meni lefiku limwe loilonga, shimha ashike eedokumende adishe da pumbiwa da yandjwa
- Okulonga mo eembapila domaehelo eyambidido lopaunamiti, oshikefa shokuyambidida ovanailonga pefimbo vehe na oyuyemo noshikefa shopendjela yovanailonga vepangelo (GIPF) meni lefiku limwe shimha ashike eedokumende adishe da pumbiwa da yandjwa
- Okulonga mo eembapila deindilo lomukuli wokulanda eumbo meni lomafiku atatu oilonga
- Okunyamukula koikoya yokuhelihumbata nawa meni lomwedi umwe eshi ya holoka
- Okunyamukula komanyenyeto a yakulwa meni lomafiku atano oilonga
- Okuninga Ekonakono ku talwe ngeenge ope na omhumbwe yOmadeulo meedula nhatu keshe
- Okutunga po Ondungefaneko yOkuxumifa komesho Omayakulo Opanhu meedula nhatu keshe
- Okutota ondugefaneko yexumifokomesho lovanailonga meedula nhatu keshe
- Okutunga po okalindeli komadeulo taka tungilwa kEendungefaneko domaxumifokomesho oPawmwe (PDP) odula keshe
- Okuyandja ouyelele kombinga yomaehelo okuningilwa omadeulo aa a tambulwa naa inaa tambulwa meni lomafiku atano konima eshi omutumba wokomitiye yomadeulo wa ningwa
- Okwaandjakaneka ouyelele kombinga yeekoosa dopamaifano naadi da futilwa meni lefiku limwe loilonga eshi da yakulwa
- Okuwilika omadeulo opetameko meemwedi nhee keshe nokweendifa po ovanailonga meni lomafiku atano okudja kefiku eshi va tameka oilonga
- Okukwatakanifa oinyangadalwa yOkomitiye yOmadeulo mOuministeli ngeenge sha pumbiwa

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8327,**  
**Oimeila: [hrp@mme.gov.na](mailto:hrp@mme.gov.na)**

#### **OKANHOKO: EVALULO LOMALIKO OMENI**

- Okuninga omavalulo ku talike ngeenge eekondolola domeni, ewiliko noinima ei tai dulu okweetifa opuyakadi otai landulwa ngoo nawa meemwedi nhee keshe
- Okuninga omakonakono okutala ngee omafaneko a yandjwa kombinga yomavalulo otaa tulwa ngoo moilonga luvali modula
- Okuyandja omafaneko kovawiliki okupitila molopota yomavalulo meni lomwedi umwe
- Okutwala olopota yomavalulo kokomitiye yokuninga omavalulo meemwedi nhee keshe
- Okuyandja eshilipaleko metulomoilonga lomukalo womondjila wokushunifa pedu oinima ei tai dulu okweeta omaupyakadi efimbo alishe
- Okukonakona eindilo meni lomafiku aheyali oilonga eshi la yakulwa

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8244,**  
**Oimeila: [auditor@mme.gov.na](mailto:auditor@mme.gov.na)**

## **OKANHOKO: EKWATAKANIFO NOSHIWANA**

- Okwaandjakaneka ouyelele u na sha nOuministeli efimbo alishe
- Okulonga ongomupopiliko wOuministeli apa sha pumbiwa
- Okutwikila okuyelifa kutya oinakuwanifwa noilonga yOuministeli oyashike
- Okukwatakanifa nokumana oilonga yopambeleva noiningwanima yOuministeli apa sha pumbiwa
- Okunduluka omishangwa douministeli apa sha pumbiwa
- Okutuma eembapila domashivo komahangano oikundaneki omafiku atatu ofimbo oshivilo inashi fika
- Okuyandja ouyelele okupitila moikundaneki ya yooloka meni lomafiku atatu oilonga
- Okupashukila eelopota doikundaneki kombinga youministeli apa sha pumbiwa
- Okupepaleka omauyelele ke pandja lopaungoba louministeli nokomapandja makwao opamakwatafano efimbo keshe
- Okutwikila okuyelifa omayakulo neepoloxolama edi hadi yandjwa kouministeli

**Ohatu ke ku nyamukula konomola yongodi: +264 61 284-8325/8262, Oimeila: info@mme.gov.na**

## **5. NGEENGE TO KWATAFANA NAFYE**

### **Ngeenge to tu dengele**

#### **Ohatu ka:**

- Nyamukula ongodi yoye meni lomadengo atatu
- Alula ongodi yoye meni lomafiku avali oilonga ngeenge itatu dulu ok uku nyamukula meendelelo

#### **Ngeenge owe tu shangele:**

- Ohatu ke ku shiivifila kutya otwa yakula omushangwa woye meni lomafiku avali oilonga, hatu ku pe efatululo langhee hatu ka ungaunga nepulo loye noku ku lombwela fiku to teelee enyamukulo loye.

#### **Ngeenge owe tu talele po**

- Ohatu ku vatele meni lominute nhano ngeenge owa ninga oshilaye nafye
- Ohatu ka nyamukula komapulo oye ofimbo u li pufye, ngeenge itatu dulu, ohatu ke ku lombwela kutya omolwashike, osho yo kutya onaini to ka teelee enyamukulo loye
- Ngeenge owa pumbwa okutumwa konhele imwe, ohatu ka ninga oshilaye ponhele yoye pangodi ile paimeila ndee naave ohatu ku kwatele mo nohatu ke ku pa Edina lomunhu ou to ka kwatafana naye, ondjukifi nouyelele waye wopamakwatafano

## 6. OMADILADILO OYE OTWE A VALULA

- Ohatu twikile okuxwepopeka omufika womayakulo etu. Opo tu shi ninge, otwa pumbwa okushiiva kutya owa hala omayakulo elipipo
- Ohatu udaneke okutala omadiladilo oye eshi hatu tula po omilandu domayakulo etu
- Tu lombwela ngeenge ino hafela eyandjo lomayakulo etu
- Tu pa eekomenda doye opo tu xwepopeke omayakulo etu

## 7. ESHI HATU PULA KWOOVE

**Ongushu yomayakulo aa hatu ku pe oye likolelela koinima ya yooloka mwa kwatelwa eshi tashi tulwa mo nelongelokumwe eli hatu pewa. Nomolwaasho ohatu ku pula:**

- Kala omunashili, omulixupipiki nomulididimiki
- Kala omunefimbo mokuyandja ouyelele wa pumbiwa nowomondjila koshikondo
- Liufa kEeveta, kOmaufomhango nokOmilandu edi di li po
- Ulikila ovancailonga vetu efitaneko tali pumbiwa

**Ngeenge to kwatafana nafye, tu kwafa u tu pe ouyelele tau shikula:**

- Edina loye liyadi
- Ondjukifi yoye/oimeila yoye/onomola yongodi/onomola yofaksa
- Yandja efatululo la yela loupyakadi ile leemhumbwe doye
- Kala nomushangwa woshinima eshi to popi osho yo omunhu womOshitukulwa/Oshikondo/Okatukulwa/ ou wa longa naye osho yo efiku nefimbo lomakwatafano opo tu xwepopeke omayakulo etu

## 8. OKULONGA NOUYELELE, Eekomenda NOMANYENYETO OYE

*Ngeenge ou na okomenda, efaneko ile epulo kombinga yoinyangadalwa ile yomayakulo Ouministeli kwatafana nafye: kongodi: +264 61 284 8111, Oimeila: [info@mme.gov.na](mailto:info@mme.gov.na), Owebsaita: [www.mme.gov.na](http://www.mme.gov.na) ile Omupopiliko wOmbelwa +264 61 284 8325/8262, koimeila: [info@mme.gov.na](mailto:info@mme.gov.na)*



MINISTRY OF MINES AND ENERGY

**OSHINDONGA**

# Omushangwa gwekankameno nguka

- Otawu ndjandjukununa omayakulo ngoka tatu gandja (shoka tatu ningi)
- Otawu eta puuyelege kutya ookastoma dhetu oolyelye
- Otawu ulike eitulomo lyetu
- Otawu gandja omuthika gwomayakulo ngoka to vulu okupewa kutse ethimbo kehe
- Otawu ulike shoka tatu ku ningile uuna wa kwatathana natse
- Otawu holola kutya omaiyuvo goye oga yalulwa
- Otawu ulike shoka twa tegelela kungoye
- Otawu fatulula nkene to tu pe uuyelege nankene to tula mo enyenyeto, ngele ino gwanenwa komayakulo ngoka twe ku pa

## 1. SHOKA HATU NINGI

### **OSHIKONDO: IIKWANKONDO**

Okushilipaleka kutya aakwashigwana ayehe otaya vulu okupewa iikwankondo ya gwana notayi vulika kukehe gumwe molwehumokomeho lyopaliko nopankalathano.

### **OSHIKONDO: OSHIKETHA SHIIKWANKONDO**

Okuthikitha pamwe oondando dhiikwankondo ihayi pu po, omahooli nolusheno, nokugandja eyambidhidho lyopashimaliwa kiikwaungomba yolusheno lwoketango kaakwashigwana mboka ye li momahala gaa na olusheno.

### **OSHIKONDO: IIPAMBELE YIIKWAMAHOOLI**

Okushilipaleka efulomo, enduluko negandjo lyiilongomwa yikwamahooli shi ikolelela koompango dhiikwamahooli.

### **OSHIKANDJO: IIPAMBELE YOKAWE**

Oshitopolwa: Omayakulo gOmatalelo goPashitopolwa  
Okushilipaleka kutya oonzo dhokawe odha gamenwa kiinyangadhalwa yaa li pamulandu nokuhwahwameka etulomumwe lyoshikondo shokawe.

### **Oshitopolwa: Omayakulo gOmatalelo gomOvenduka**

Okuhwahwameka etulomumwe neandjakaneko lyoshikondo shokawe miikondo yilwe yokawe opo ku indjipalekwe iiyetwapo yasho kehumokomeho lyopaliko nolyopankalathano moNamibia.

### **OSHIKANDJO: OMAPEKAPEKO OMUTUNGILO GWEVI MONAMIBIA**

#### **OSHIKONDO: UUNONGONONI GWEVI**

### **Oshitopolwa: Eilongo lyomutungilo gwevi mekwatathano niikwaliko**

Okukonakona, okulopota nokuhwahwameka nkene oonzo dhiifulwamevi yaNamibia tadhi vulu okunana aapunguli yomeni noyopondje yoshilongo.

### **Oshitopolwa: Omudhingoloko gwomutungilo gwevi nokunduluka po iinima yopaungomba**

Okugandja omayakulo ga pamba omudhingoloko gwomutungilo gwevi nokunduluka po iinima yopaungomba.



**Oshitopolwa: Eilongo lyaashoka shi li mevi nOngulu yokuningila omakonakono**  
Okuninga omakonakono gopetameko ge na sha niipambeke yomutungilo gwevi.

**OSHIKANDJO: OKUKWATAKANITHA OMAUYELELE OMAPE NAANGOKA GA ADHIKA PO NALE**

**Oshitopolwa: Eilongo lyuukwatya gwevi**  
Okumona nokukwatela po uyelele wuukwatya gwevi wu longithwe uuna tawu kwatakanithwa nomauyelele, efulomo lyiikwamina nokutonatela omudhingoloko.

**Oshitopolwa: Uyelele wu na sha nomutungilo gwevi**  
Okwaandjaneka uyelele gwomutungilo gwevi niikwamina mbyoka ya li po, iikwamamanya nenge iikwaiyela ya gwa mewangandjo, iinamwenyo niimeno mbyoka ya sa ya kukutikilwa momamanya meni lyaNamibia.

**Oshitopolwa: Uunongononi gwomutungilo gwevi Pashitopolwa**  
Okuninga omapekapeko gomutungilo gwevi, okufaafanitha uyelele upe naangoka gwa adhika po gwopashitopolwa nokukwatela po omauyelele gomutungilo gwevi pashitopolwa.

**OSHIKONDO: OOMINA**

**Oshitopolwa: Einyengitho lyiikwamina ya kondololwa nomapekapeko**  
Okukondolola einyengitho lyiikwamina, okutonatela iilonga yomoshikondo shiikwamina nokukwatela po omiyalu dhiikwamina

**Oshitopolwa: Omauthemba giikwamina nokweeta po Oonzo**  
Okukondolola omaindilo omauthemba giikwamina nokutonatela efulomo lyiikwamamanya niinyangadhalwa ikwao yokumina.

**Oshitopolwa: lilonga yomomina nEameno**  
Okutsa omuthindo keiyutho komilandu dha pamba uundjoloweke negameno lyaaniilonga yomoomina.

**Oshitopolwa: Okumina iikwamina yuwindji gwopevi**  
Okuhwahwameka nokuyalula okatopolwa kokumina iikwamamanya niikwaiyela yuwindji gwopevi.

**OSHIKONDO: OMAYAKULO GOPAMBELEWA**

**Oshitopolwa: Uyelele gwoPaungomba**  
Okugandjauyelele gwopaungomba, okukondolola iikwakompiutanokukwatakanitha etumo lyomauyelele kaaniilonga yomUuministeli wOomina.

**Oshitopolwa: Egameno nOmayakulo gOkushonopeka iinima mbyoka tayi vulu okweeta uupyakadhi**  
Okugandja omayakulo gegameno momudhingoloko gwomeni nopondje yuuministeli.

**Oshitopolwa: Omayakulo ga gwedhwa po nokutonatela omishangwa**  
Okugandja eyambidido nomayakulo gopambelewa, okukaleka po omatungo gombelewa, oofuto dhiilandomwa nomayakulo, oohauto, omishangwa, ookondalaka nokutonatela oompungulilo.

## Oshitopolwa: limaliwa nEtonatelo lyoonzo dhoPantu

### Okatopolwa: limaliwa

Okukaleka po etonatelo lyiikwaimaliwa meni lyUuministeli wlikwamina nlikwankondo paveta nopamilandu ndhoka tadhi wilike iimaliwa yepangelo.

### Okatopolwa: Etonatelo lyoonzo dhoPantu nOmapendulopo

Okugandja eyambidhidho lyiikwambelewa nomayakulo gokuungaunga niinima ya pamba etonatelo lyoonzo dhopantu, to kwatele po omadhewo nomayambulopo muuministeli e to kwashilipaleke kutya oompango nomilandu odhi uvitike ko mondjila, odha tulwa miilonga notadhi iyuthwa kudho.

### Okantoko: Eyalulo lyomaliko lyomeni

Okukonakona, e to hwepopeke omukalo gwokuninipika iinima mbyoka tayi vulu okutula omaliko guuministeli muupyakadhi, ekondololo lyomeni, nomukalo gwewiliko.

### Okantoko: Ekwatakanitho noshigwana

Oshi li po ongekwatanitho pokati kuuministeli, iikundaneki, aakwashigwana naakuthimbinga yamo.

## 2. Aayakulwa yetu

- Aandjaneki yOlusheno Pashitopolwa
- Aanduluki yOlusheno yoPaumwene
- Ehangano lyokugandja Olusheno lyaNamibia (NamPower)
- Omalelo goondoolopa
- Oshiwana ashihe
- Omahangano gepangelo (OMAs) nOmalelo gopaitopolwa (RCs)
- Ookampani dhomahooli
- Mboka ye na oolisinisa dhiikwamahooli
- Aapunguli yomaliko
- Ookampani tadhi dhiladhila oku ka fula okawe
- Ookampani dhokufula okawe
- Mboka ye na oolisinisa dhokawe
- Aathaneki yelongifo lyevi
- Omahangano gomidhingoloko
- Aapekapeki
- Mboka ye na oolisinisa dhokumina
- Aanafaalama
- Omahangano gopaigwana
- Aantu yokumina iikwamina yuwindji gwopevi yi imanga kumwe
- Aagandji yomayakulo niilandithomwa
- Aaniilonga muuministeli woomina niikwankondo

## 3. EUVANEKO LYETU KUNE

Euvaneke lyetu kaayakulwa yetu olyo okugandja omayakulo gomeendelelo noku li nawa notatu kambadhala tu longe iilonga yetu tatu wilikwa komakankameno taga landula:

### **Okukalela po iilonga yetu**

Otatu kalele po iinyangadhalwa yetu aihe niizemo yayo, notatu ka yamukula omapulo kombinga yaashoka twa longa.

### **Okuyamukula meendelelo nonombili**

Otatu ka kambadhala okugandja omayakulo pashilalakanenwa nopauvaneko lyetu.

### **Okweeta po iinima iipe**

Otu na oshinakugwanithwa shokukandula po omaupyakadhi tashi pitile momikalo dhokudhiladhila nehwepokepeko tali tsikile.

### **Uunashili**

Otatu gwanitha po euvaneko lyoshilalakanenwa shetu okupitila momikalo ndhoka tadhi ulike oshili, okukala noshinakugwanithwa nuuyuki.

### **Okulonga shi iwetfikile**

Otatu ka longa iinyangadalwa yetu shi iwetfikile notatu ka ulika uyelele montaneho ethimbo ndjoka wu li po.

## **4. EUVANEKO LYOMAYAKULO GETU/OMAKANKAMENO**

### **OSHIKONDO: IIKWANKONO**

- Okutota po omilandu ndhoka tadhi wilike oshikondo shiikwankono mpoka sha pumbiwa
- Okutalulula nokupepaleka omilandu mpoka sha pumbiwa
- Okugandja olusheno kiitopolwa yokomikunda nokiiputudhilo yepangelo mbyoka yaa li mondoolopa yo kayi li komikunda omumvo kehe
- Okutalulula Ekonakono lyOmudhingoloko gwooprojeka dhiikwankono meni lyomasiku 14 giilonga
- Okutalulula eetepo neandjaneko lyomilandu dhoolisinisa nokugandja amathaneko gahugininwa kuMinista meni lyomasiku 14 giilonga
- Okushilipaleka kutya otaku iyuthwa koompango ndhoka dha tulilwa po iikwankondo ethimbo kehe
- Okutsikila okugandja uyelele kombinga yOshikondo shEgandjo lyOlusheno
- Okutsikila okuninga omahwahwameko ga pamba iikwankondo
- Okwoongela, okundjadjukununa, nokufonatele omauyelele ge na sha niikwankondo ethimbo kehe
- Okukwatela komeho omapekepeko gomoshikondo shiikwankondo mpoka sha pumbiwa
- Okuningila aakuthimbinga moshikondo shiikwankondo omadhewo mpoka sha pumbiwa

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8305,  
o-imeila: dde@mme.gov.na**

### **OSHIKONDO: OSHIKETHA SHIIKWANKONDO**

- Okutambula iifuta yiilongomwa yolusheno nomahooli meni lyomwedhi gumwe konima yelanditho
- Okugandja omikuli dhiishoshela yi li pevi komahangano ngoka ga dhimininwa okupewa omikuli meni lyomasiku 30 konima sho epitikilo lya dhimininwa
- Okufuta iimaliwa mbyoka ya hupu ko nokutaamba iimaliwa mbyoka ya futwa ya pitilila meni lyomasiku 30
- Okufuta oshimaliwa shokuyambidhidha oondando dhomahooli nolusheno meni lyomasiku 30
- Okugandja oshimaliwa shomikuli dhiifuta ya yambidhidhwa opo ku landwe iikwankondo hayi zi moonzo dhiikwaungomba ihayi pu po meni lyomasiku 30
- Okwoongela iifuta yomikuli omwedhi kehe
- Okukonakona iikwaungomba yiikwankondo ihayi pu po mbyoka ya tulwa po meni lyoomwedhi 12

**Otatu ke ku yamukula konomola yongodhi: +264 61-284 8404, o-imeila: nef@mme.gov.na, srf@mme.gov.na**

### **OSHIKONDO: IIPAMBELE YIIKWAMAHOOLI**

- Okugandja oolisinisa dhoku ka konga nokweeta po omahooli meni lyoomwedhi hamano
- Okugandja olisinisa yokulanda paholosaila, yokulanditha kooshimwe, onzapo yokutula po omahala gokulandithila nokugandja opelemeta yomahooli ga longithwa meni lyoomwedhi hamano
- Okuninga omatalelo ge na sha nuundjolowe, uukalinawa, egameno nomudhingoloko gwiinyangadhalwa ya pamba omahooli aluhe konima yoomwedhi nhee
- Okuutha nokutseyitha ondando yiikwamahooli moshilongo ashihe omwedhi kehe
- Okuvuta nokutalulula omilandu nomauthompango goshikondo shiikwamahooli mpoka sha pumbiwa
- Okutsikila okuyelithila aantu kombinga yiinyangadhalwa ya pamba iikwamahooli moNamibia.
- Okuninga omapekapeko ge na sha nomutungilo wuukwatya wevi ga pamba okukonga iikwamahooli omumvo kehe
- Okukonakona ngele mboka ye na oolisinisa dhiikwamahooli otaye iyutha koompango aluhe konima yoomwedhi nhee
- Okuningila aakuthimbinga iigongi mpoka sha pumbiwa

**Otatu ke ku yamukula konomola yongodhi: +264 61-284 8212, o-imeila: pa@mme.gov.na**

### **OSHIKANDJO: IIPAMBELE YOKAWE**

#### **Oshitopolwa: Omayakulo Omatalelo oPashitopolwa**

- Okugandja epitikilo lyokuya momahala ga ngambekwa meni lyomasiku gatano giilonga
- Okuninga omatalelo meni lyoombautu ndhoka tadhi hadha naadhoka tadhi fe oonzo dhopaushitwe ethimbo alihe
- Okutala omikalo dhokufa naadhoka dhokuhadha okawe ethimbo alihe

- Okutala nkene evi ndjoka li na okawe tali unywaungwa nalyo, tali gamenwa nonkene tali humbatwa miyeenditho ethimbo kehe
- Okuthindikila iyeenditho mbyoka ya humbata okawe ethimbo alihe
- Okugandja omayele miinima ya pamba egameno lyuuwe moshikondo shiikwamina yuuwe mpoka sha pumbiwa
- Okutala sho iilongifo yomoomina tayi dhikululwa po notayi kuthwa po pomatulilo gomeni naangoka gopondje yoshilongo ethimbo alihe
- Okupungula evi ndjoka lya fulwa moomina nopomatulilo goombautu ethimbo alihe
- Okuningila aakuthimbinga iigongi opo ya gandje omadhiladhilo gawo aluhe konima yoomwedhi nhee
- Okugandja onzapo yepitikilo koombautu dhokumina nodhokukonga okawe meni lyomasiku gatano giilonga

**Otatu ke ku yamukula konomola yongodhi: 063) 234 232 Oranjemund, (063) 203583 Lüderitz and no(064) 4105800 Swakopmund, o-imeila: ris@mme.gov.na**

#### **Oshitopolwa: Omayakulo Omatalelo omOvenduka**

- Okugandja epitikilo lyokufula okawe meni lyomasiku gaali shampa owala kutya oombapila adhihe dha pumbiwa odha gandjwa
- Okugandja oolisinisa dhokawe meni lyoomwedhi ndatu
- Okugandja oonzapo dhOmulandu gwaKimberley meni lyomasiku gatatu giilonga
- Okuningila oofabulika nomahala gomalandithilo omatalelo aluhe konima yoomwedhi nhee nongele sha pumbiwa
- Okutala nkene okawe taka londekwa miyenditho, taka pungulwa nonkene taka unywaungwa nako ethimbo alihe
- Okutala nkene okawe taka yoololwa, taka tulwa ondando, taka landithwa nomilandu dhomalanditho ethimbo alihe
- Okushilipaleka nokukoleka eetemo nepitithemo lyuuwe moshilongo meni lyomasiku gatano giilonga
- Okugandja omayele miinima ya pamba ehwahwameko negameno lyoonzo dhokawe moshikondo shiikwamina ethimbo alihe
- Okutsikila okutula miilonga oshinakugwanithwa shaNamibia shokwiuyutha kOmulandu gwaKimberley gwokugandja oonzapo (KPCS) naangoka gwEhangano lyaAfrika lyAalongi yOkawe (ADPA)
- Okuningila aakuthimbinga iigongi opo ya gandje omadhiladhilo gawo aluhe konima yoomwedhi nhee

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8320, o-imeila: wis@mme.gov.na**

#### **OSHIKANDJO: OMAPEKAPEKO OMUTUNGILO GWEVI**

#### **OSHIKONDO: UUNONGONONI GWEVI**

#### **Oshitopolwa: Omudhingoloko womutungilo gwevi nokunduluka po iikwaungomba**

- Okuyamukula koolopota dhiiponga ya pamba omutungilo gwevi ya holoka kohi yeve meni lyomasiku 14 giilonga
- Okuninga omafaathanitho gokunduluka iikwaungomba yomutungilo gwevi mpoka sha pumbiwa

- Okutsikila okugwedha mo nokukaleka po omauyelele gopaungomba
- Okutonatela Omudhingoloko gwomutungilo gwevi moka tamu minwa aluhe konima yoomwedhi nhee
- Okukonakona egameno, niinima mbyoka tayi vulu okukakeka momahala moka mwa li hamu minwa nale lwaali momumvo
- Okugandja oolopota dhi ihwa po kombinga yekonakono lyomudingoloko gwomutungilo gwevi nokukonakona iiponga ya holoka momudhingoloko gwevi meni lyomasiku 30

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8114,**  
**ko-imeila: deeg@mme.gov.na**

**Oshitopolwa: Eilongo lyomutungilo gwevi mekwatathano niikwaliko**

- Okutsikila okugandja uuyeleele gweilongo lyomutungilo gwevi paliko inawu ndjandjukununwa naangoka gwa ndjandjukununwa
- Okutsikila okuninga omapekapeko nokugandja omayele ge na sha nomukalo gwokukonga ngele mevi otamu vulu okuza iikwamina ya sha
- Okuhumitha komeho omapungulo giikwamina moNamibia ethimbo alihe
- Okutonatela uuyeleele gwokukonga iikwamina nokukala ho pungula uupambu ethimbo alihe

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8343,**  
**ko-imeila: deg@mme.gov.na**

**Oshitopolwa: Eilongo lyaasho shi li mevi nongulu yokuningila omakonakono**

- Okuvixa uundumba gwevi meni lyomasiku 10 giilonga nenge mpoka sha pumbiwa
- Okutatula nokunyanyagula iifulomwa ya fulwa mevi meni lyomasiku 10 giilonga
- Okuteta omamanya nokatopolwa hoka ka kuthwa melambo ndjoka li li po ka ka konakonwe meni lyomasiku 10 giilonga
- Okupusha iipambu yomamanya gokuninga omalupanda meni lyomasiku 10 giilonga
- Okulongekidha uutopolwa uushona u ka konakonwe meni lyomasiku 15 giilonga
- Okudhinda oonzo oondhigu dhopaunshitwe meni lyomasiku 10 giilonga
- Okunongonona iikonakonwa yaashoka shi li mevi no X-Ray Fluorescence Spectrometer (XRF) meni lyomasiku 10 giilonga
- Okutotha mo oonzo dhopaunshitwe neshina lyo X-Ray Diffraction (XRD) meni lyomasiku 10 giilonga
- Okugandja omayakulo eilongo lyomamanya ongushu meni lyomasiku 10 giilonga

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8335,**  
**ko-imeila: Geochem@mme.gov.na**

**OSHIKANDJO: OKUKWATAKANITHA OMAUYELELE OMAPE NAANGOKA GA ADHIKA PO NALE**

**Oshitopolwa: Eilongo lyuukwatya gwevi**

- Okumona, okulonga nokufatulula uuyeleele wuukwatya gwevi gwopohi nogwopombanda mpoka sha pumbiwa
- Okugandja uuyeleele wuukwatya gwevi gwopohi nogwopombanda meni lyomasiku gatatu giilonga

- Okuhwahwameka uyelele inawu ndjandjukununwa naangoka gwa ndjandjukununwa wu na sha nuukwatya gwevi tashi tsikile
- Okutsikila okukala ho tala ngele ekakamo lyevi otali holoka
- Okugandja oolopota dhekakamo lyevi mpoka sha pumbiwa
- Okugandja uyelele kombinga yekakamo lyevi lwaali momumvo
- Okugandja oolopota dhuunene gwekakamo lyevi meni lyiwiwe itatu konima yekakamo lyevi
- Okugandja omushangwa gwopambeleva meni lyesiku limwe konima yekakamo lyevi
- Okuninga omapekepeko gokunongonona evi mpoka sha pumbiwa
- Okutsikila okutonatela osasiona yopaigwana yi na sha nokuuva omitopelo dhiikwalute

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8146,  
ko-imeila: geophysics@mme.gov.na**

#### **Oshitopolwa: Uunongononi wuukwatya gwevi pashikandjo**

- Okweeta po uyelele womapekepeko mooproyeka dhokufaathanitha uyelele uupe naangoka wa adhika po nale meni lyomimvo ndatu
- Okugandja owaalita gwomutungilo gwevi, oolopota nomahwata guyelele meni lyomasiku gatatu giilonga
- Okutsikila okutonatela ehala lyuyelele wu na sha nevi, taku longithwa uungomba wo-GIS
- Okuthaneka nokufatulula omathano gomombanda opo ku ningwe owaalita meni lyomasiku 10 giilonga
- Okutalulula oombapila dhuunongononi gwevi nowaalita meni lyomasiku 10 giilonga
- Okugandja omayele guunongononi gwevi ethimbo alihe

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8398,  
ko-imeila: drg@mme.gov.na**

#### **Oshikondo: Uyelele wu na sha nomutungilo gwevi**

- Okutsikila okutonatela nokugandja uyelele wu na sha nokunongonona evi
- Okutsikila okukaleka po omauyelele gaNamibia ge na sha nevi mo Earth Data Namibia nomayebele gomookompiuta wuuyuni auhe moUniversal Knowledge System (UKS)
- Okutsikila okugandja uyelele wuunongoni gwevi inawu ndjandjukununwa naangoka gwa ndjandjukununwa niilongomwa yopaunongononi hayi zi mevi
- Okushilipaleka kutya uyelele gwokunongonona evi otawu iyutha komulandu gwopashiwana nogwopaigwana ethimbo alihe
- Okukwathela aapekepeki, aalongi yokiiputudhilo yopombanda, naalongisikola u ya pe ompifo yokuya komahala hoka kwa gongelwa omamanya, giikwakuminwa, iikwamamanya/iikwaiyela mbyoka hayi gu mewangandjo niimeno niinamwenyo ya sa ya kukutikilwa momamanya nelalakano lyokuninga omapekepeko osho yo okulonga aalongwa mpoka sha pumbiwa

- Okupungula nokutonatela oyoongelwa yoonzo dhenongonono lyevi ngaashi omamanya, iikwakuminwa, iikwamanya/iikwaiyela mbyoka hayi gu mewangandjo niimeno niinamwenyo ya sa ya kukutikilwa momamanya ethimbo kehe

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8101, ko-imeila: [geoinfo@mme.gov.na](mailto:geoinfo@mme.gov.na)**

## **OSHIKONDO: OOMINA**

### **Oshitopolwa: Einyengifo lyiikwamina ya kondololwa nOmapekapeko**

- Okugandja oolopota dhomiyalu nouyelele wu na sha niikwamina lwaali momumvo
- Okushilipaleka oondando dhiikwamina nokulongitha omaindilo goopelemeta dhokupititha mo nokugandja omathaneko meni lyomasiku gaali giilonga, shampa owala iipumbiwa aihe ya gwanithwa po
- Okuyalula iimaliwa mbyoka tayi futwa molwelongitho lyiikwamina meni lyomasiku gaali
- Okukonakona uupakete wiikwamina mpoka sha pumbiwa
- Okushilipaleka kutya iikwamina otayi landithwa aluhe kondando yi li hwepo
- Okukonakona omalanditho ethimbo lile ouranium neshaino lyookondalaka nokugandja omathaneko meni lyomasiku gatatu giilonga
- Okupekapeka kombinga yoondando dhiikwamina dhopaigwana mpoka sha pumbiwa

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8161, ko-imeila: [cmmmd@mme.gov.na](mailto:cmmmd@mme.gov.na)**

### **Oshitopolwa: Omauthemba kiikwamina nokweeta po oonzo**

- Okugandja oolisinisa dhokuninga omapekapeko gomathano gomutungilo gwevi gopombanda naangoka gopevi gomadhina ngaashi Reconnaissance License, Exclusive Reconnaissance License, Exclusive Prospecting License no Mineral Deposit Retention License meni lyoomwedhi nhee
- Okukonakona omauthemba goolisinisa dhiikwakuminwa meni lyomasiku 14 giilonga
- Okugandja olisinisa yokumina meni lyoomwedhi 12
- Okugandja uuthemba gwokumina gwa dhiminwa meni lyomasiku gaheyali giilonga, shampa owala oodokumente adhihe dha pumbiwa opo dhi li
- Okugandja olisinisa yo-Non-Exclusive Prospecting License meni lyesiku limwe lyiilonga
- Okugandja opelemeta yo-HVM meni lyomasiku 10 giilonga
- Okugandja oopelemeta dhokupititha mo nokuhumbata iikwamina miyenditho meni lyomasiku gaali giilonga
- Okukalaho tala kene takuyiuthwakoompango dhokukonakona nodhokulongitha oolisinisa dhokumina osho wo omauthemba ga diminwa
- Okushilipaleka kutya oolopota dhokunongonona iikwakuminwa odha gandjwa shi ikolelela koveta yiikwakuminwa yo-Minerale and Prospecting Act
- Okutsikila okupepaleka nokutonatela epandja lyopaungomba lyiikwamina



- Okunyanyangidha omusholondondo omupe gwomauthemba giikwakuminwa kopardja lyopaungomba lyuuministeli omwedhi kehe

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8290,  
ko-imeila: mrd@mme.gov.na**

**Oshikondo: lilonga yomOmina nEgamen**

- Okutalela oomina aluhe konima yoomwedhi nhee nenge uuna sha pumbiwa
- Okugandja Oonzapo dhokutatula evi mu kuthwe iikwamina yokohi yevi shampa ofuto ya taambwa meni lyomasiku 10 giilonga
- Okukonakona nokushilipaleka iikwatelwa yiikwamku nenge iikunguluki omumvo kehe
- Okugandja Opelemeta ylilonga shampa ofuto ya taambwa meni lyomasiku 30 giilonga
- Okukonakona nokugandja eziminino lyoopulana dhoomina oomumvo kehe
- Okukonakona iiponga ya holoka moomina meni lyoowili 72 konima sho Aataleli yoomina ya lombwelwa
- Okutalulula omilandu dhi na sha nuundjolowele negamen

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8254,  
Koimeila: msod@mme.gov.na**

**Oshikondo: Okumina iikwamina yuwindji gwopevi**

- Okutsikila okugandja omayakulo geyambidhidho lyopaungomba kaanamina haya fulu iikwamina yuwindji gwopevi
- Okukonakona omamanya ga yooloka nokugandja olopota meni lyomasiku gaali giilonga
- Okukwatakanitha omadhewo gaantu haya fulu iikwamina yuwindji gwopevi omumvo kehe
- Okukwathela aantu haya fulu iikwamina yuwindji gwopevi ya kuthe ombinga momaulikilo nomiigongi mpoka sha pumbiwa
- Okugandja uuyelege wokombinga yiipumbiwa yopaveta yomokumina ethimbo alihe
- Okugandja eyambidhidho kombinga yokutula ehala moongamba meni lyoomwedhi ndatu, Shampa owala iipumbiwa ayihe ya gwanitwa po
- Okukwathela pa totwe omahangano nuungundu gwokwiimanga kumwe gwaantu mboka haya fulu iikwamina yuwindji gwopevi meni lyomwedi gumwe
- Okuhulitha po oontamanana dhevi/dhofaalama pokati kamwene gwofaalama naamboka taya fulu iikwamina meni lyoomwedhi nhatu

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8258,  
o-imeila: ssmd@mme.gov.na**

**OSHIKONDO: OMAYAKULO GOPAMBELEWA Oshitopolwa: Uuyelege gwopaungomba**

- Okugandja iilongitho yookompiuta noopoloholama dhoomookompiuta dha gwana niilongitho yomakwakanitho ethimbo kehe
- Okuyamukula meni lyominute ntano ngele okompiuta inayi hala okulonga
- Okupingena po iitopolwa yokompiuta mbyoka ya teka meni lyomasiku 14

- Okuungaunga nomapulo agehe ge na sha nomakwatathano gopaungomba (ICT) meni lyesiku limwe lyiilonga
- Okupungula uyeyelele gwiilonga nokukonakona Omudhingoloko esiku kehe
- Okutsikila okutonatela nokukaleka po iilongitho nomakwatathano gopaungomba (ICT)
- Okutsikila okutonatela iilonga yopamakwatathano
- Okutonatela oolisinisa adhihe dhomakwatathano gopaungomba (ICT) omumvo kehe shi ikolelela kesiku lyokupwa ongushu kwoshinima
- Okutota po omikalo dhokukondolola ookompiuta oonene meni lyomimvo mbali naadhoka oonshona meni lyomumvo gumwe
- Okupepaleka omikalo dhokukondolola ookompiuta muuministeli meni lyoomwedhi ndatu
- Okugandja omadhewo kaantu mboka haya longo nuyelele gwopaungomba (IT) kombinga yoopoloholama oompe dhopaungomba meni lyoomwedhi mbali okuza pesiku lyetulumiiilonga nomeni lyomwedhi gumwe uuna omadhewo ga pulwa
- Okugandja eyambidhidho lyopaungomba koombelewa dhopashitopolwa meni lyesiku limwe to shi ningile mpoka wu li
- Okumona iilongitho meni lyoomwedhi mbali, oku yi lundulula meni lyomwedhi gumwe noku yi tula miilonga meni lyoomwedhi nhee
- Okutsikila okukaleka po oopoloholama dhomookompiuta

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8135,  
o-imeila: [it@mme.gov.na](mailto:it@mme.gov.na)**

**Oshitopolwa: Egameno nomayakulo gokuninipika iinima mbyoka tayi vulu okweeta uupyakadi**

- Okutsikila okutala omainyengo taga limbililike momudhingoloko gwombelewa
- Okukwatathana nomahangano omakwatelipo goveta ethimbo alihe
- Okugamena iilongitho yUuministeli ethimbo alihe
- Okutameka okuninga omakonakono ge na sha nomaupyakadi gegameno osho wo iiponga ya lopotwa meni lyomasiku gaali
- Okugandja omayeke gegameno nomayakulo gegameno gakwalukehe mpoka sha pumbiwa
- Okuninga omakonakono gokutala ngele ope na oshiponga konima yomimvo mbali kehe ile mpoka sha pumbiwa
- Okukwatakanitha omakonakono gomule gomukalo gwokushilipaleka kutya kape na onkalo tayi tula egameno moshiponga mUuministeli, meni lyomasiku gaali giilonga konima ngele sha pulwa
- Okugandja egameno nelongo kombinga yiiiponga mbyoka tayi vulu okuholoka mokati kaaniilonga mUuministeli mpoka sha pumbiwa
- Okutonatela nokukondolola uupitilo gwokuya metungo ethimbo alihe
- Okushilipaleka okwiiyutha komilandu dhopaigwana dha kwatakanithwa kUumbudhi gwiimaliwa nOveta yokwiindika Omikalo dhUukulo Pashimaliwa
- Okuyamukula koonkalo dha nika oshiponga mUuministeli meni lyowili yimwe
- Okupa aaniilonga uukalata wokuya metungo meni lyesiku limwe lyiilonga

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8435,  
o-imeila: [fraud@mme.gov.na](mailto:fraud@mme.gov.na)**

### **Oshitopolwa: Omayakulo ga gwedhwa po nokutonatela omishangwa**

- Okugandja osheenditho noombapila duuthemba gwokulongitha osheenditho shoka meni lyesiku limwe
- Okwoongela nokugandja oolisinisa dhomakende giithauto meni lyomasiku gatano konima yomwedhi sho dha adha pehulilo
- Otatu ka yamukula omapulo agehe ge na sha nokakalata kokunwetha omahooli kedhina blue fuel notatu ka gandja oonomola dhomeholamo dhokakalata koblu fuel kaahingi meni lyesiku limwe
- Okushilipaleka kutya oombapila dheindilo lyomahauto ngoka haga indilwa mongalashe yepangelo naangoka haga zi mUuministeli odha manithwa meni lyomasiku gane giilonga, shampa owala kutya omahauto omo ge li
- Okuninga ekonakono lyoshihauto manga ino shi gandja nokonima sho we shi gandja
- Okushilipaleka kutya omakwatathano gomombelewa yokuninga omakwatathano okwa tumwa, okwa tongololwa nokwa thikithwa esiku kehe
- Okulonga mo oombapila dhomafutulo meni lyomasiku gaali giilonga shampa kwa yakulwa Ofooloma yOmeni yOkupula omayakulo ngoka (Internal Requisition Form)
- Okukwatakanitha euliko lyOkomitiye yokuungaunga noofuto dhiilandomwa nomayakulo (Procurement Committee), Oshitopolwa shEwiliko lyililandomwa nomayakulo lumwe momumvo, nOkomitiye yOkokonakona Omaindilo gaamboka ya hala okugandja omayakulo (Bid Evaluation Committee) mpoka sha pumbiwa
- Okuninga omatseyitho gomayakulo ga pumbiwa meni lyomasiku 14, shampa kwa yakulwa eindilo okudja kuMenendja gwopoloyeka
- Okukonakona Omaindilo gaamboka ya hala okugandja omayakulo meni lyomasiku 30 konima sho omaindilo ga pata.
- Okuninga eyalulo lyakwalukehe lyomaliko omumvo kehe nenge mpoka sha pumbiwa
- Okugandja nokukondolola omaliko esiku kehe
- Okutsikila okukaleka po uuyogoki mombelewa
- Okulonga iilonga yokupangela iinima mbyoka iishona meni lyesiku limwe naambyoka iinene meni lyomasiku gatano giilonga

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8235,  
o-imeila: [auxiliary@mme.gov.na](mailto:auxiliary@mme.gov.na)**

### **Okatukulwa: Oimaliwa**

- Okulongekidha nokutonatela ontengenekothaneko yuuministeli omumvo kehe
- Okukondolola iifuta yiimaliwa mbyoka ya gandjwa omumvo kehe
- Okulongekidha oolopota dhelongitho lyomutengenekwamuyalu omwedhi kehe, konima yoomwedhi nhee nokomumvo kehe
- Okushilipaleka okwiuyutha kooveta nokomauthompango ge na sha nOveta yilimaliwa yEpangelo
- Okulonga mo oofuto dhomaowanawa gaaniilonga meni lyomasiku gaali giilonga, shampa owala iimaliwa opo yi li
- Okulonga mo oofuto dhaagandji yomayakulo meni lyomasiku 30, shampa owala oimaliwa opo yi li
- Okulongekidha omushangwahokololo gwiimaliwa omwedhi kehe, konima yoomwedhi nhee nokomumvo kehe

- Okuyalula ngele iizemo niyemo otai tsu kumwe, nokuyalula iifendela niizemo omwedhi kehe
- Okwoongela, okukaleka megameno, okumbaanga nokulopota oonzo dha yooloka dhiiniwe ya gongelwa kUJumisteli esiku kehe
- Okulongekida omushangwahokololo gwokombelewa yOmuyalulindjai tawu ukithwa kOmunambelewa Omuyaluli, mpoka sha pumbiwa

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8233,  
o-imeila: finance@mme.gov.na**

### **Okatukulwa: Etonatelo lyoonzo dhopantu nomapendulopo**

- Okuyamukula komapulo gaaniilonga mbala nenge meni lyomasiku gatatu giilonga
- Okushilipaleka kutya oompito dhiilonga mpoka pe na aaniilonga taya watele odha udhithwa meni lyoomwedhi ndatu naampoka pwaa na aantu omeni lyoomwedhi hamano
- Okutseyithila omuniilonga omasiku ge gefudho lyokomumvo ngoka ga hupu ko ine ga longitha omwedhi kehe
- Okuyamukula kepulo lyomasiku gefudho nepulo lyelepeko lyefudo meni lyomasiku gatano
- Okutala kutya aantu ayehe ye li momusholondondo gwokufutwa oye li ngaa miilonga natango omumvo kehe
- Okulonga mo ombapila yeindilo lyomauwa omunailonga meni lyesiku limwe lyiilonga, Shampa owala oodokumende adhihe dha pumbiwa dha gandjwa
- Okulonga mo oombapila dhomaindilo geyambidhidho lyopaunamiti, goshikefa shokuyambidida aaniilonga pethimbo yaa na iiyemo noshikefa shopendjela yaaniilonga yepangelo (GIPF) meni lyesiku limwe shampa owala oodokumende adhihe dha pumbiwa dha gandjwa
- Okulonga mo oombapila dheindilo lyomukuli gwokulanda egumbo meni lyomasiku gatatu giilonga
- Okuyamukula kiikoya yokwaaihumbata nawa meni lyomwedi gumwe sho ya holoka
- Okuyamukula komanyenyeto ga yakulwa meni lyomasiku gatano giilonga
- Okuninga Ekonakono ku talwe ngele ope na ompumbwe yOmadhewo moomvula ndatu kehe
- Okutunga po Ondungethaneko yOkuhumitha komeho Omayakulo gOpantu moomvula ndatu kehe
- Okutota ondungethaneko yehumithokomeho lyaaniilonga moomvula ndatu kehe
- Okutunga po akalindeli komadhewo taka tungilwa kOondungethaneko dhomahumithokomeho goPaumwene (PDP) omumvo kehe
- Okugandja uyelele kombinga yomaindilo gokuningilwa omadhewo ngoka ga taambwa naangoka inaga taambwa meni lyomasiku gatano konima shoka omutumba gwokomitiye yomadhewo gwa ningwa
- Okwaandjakaneka uyelele kombinga yookoosa dhopamaitano naandhoka dha futilwa meni lyesiku limwe lyiilonga sho dha yakulwa

- Okuwilika omadhewo gopetameko moomwedhi nhee kehe nokweenditha po aaniilonga meni lyomasiku gatano okuza kesiku sho ya tameke iilonga
- Okukwatakanitha iinyangadhalwa yOkomitiye yOmadhewo mUuministeli ngele sha pumbiwa

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8327,  
o-imeila: hrp@mme.gov.na**

#### **OKANTOKO: EYALULO LYOMALIKO GOMENI**

- Okuninga omayalulo ku talike ngele ookondolola dhomeni, ewiliko niinima mbyoka tayi vulu okweetitha uupyakadhi otayi landulwa tuu nawa moomwedhi nhee kehe
- Okuninga omakonakono gokutala ngele omathaneko ga gandjwa kombinga yomayalulo otaga tulwa ngaa miilonga lwaali momumvo
- Okugandja omathaneko kaawiliki okupitila molopota yomayalulo meni lyomwedhi gumwe
- Okutwala olopota yomayalulo kokomitiye yokuninga omayalulo moomwedhi nhee kehe
- Okugandja eshilipaleko metulomiilonga lyomukalo gwomondjila gwokushunitha pevi iinima mbyoka tayi vulu okweeta omaupyakadhi ethimbo alihe
- Okukonakona eindilo meni lyomasiku aheyali giilonga sho lya yakulwa

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8244,  
o-imeila: auditor@mme.gov.na**

#### **OKANTOKO: EKWATAKANITHO NOSHIGWANA**

- Okwaandjakaneka uyelele wu na sha nUuministeli ethimbo alihe
- Okulonga ongomupopiliko wUuministeli mpoka sha pumbiwa
- Okutsikila okuyelitha kutya iinakugwanithwa niilonga yUuministeli oyashike
- Okukwatakanitha nokumana iilonga yopambelewa niiningwanima yUuministeli mpoka sha pumbiwa
- Okunduluka omishangwa dhUuministeli mpoka sha pumbiwa
- Okutuma oombapila dhomahiyo komahangano giikundaneki omasiku gatatu manga oshituthi inashi adha
- Okugandja uyelele okupitila miikundaneki ya yooloka meni lyomasiku gatatu giilonga
- Okutonatela oolopota dhiikundaneki kombinga yUuministeli mpoka sha pumbiwa
- Okupepaleka omauyelele kopardja lyopaungomba lyUuministeli nokomapandja omakwao opamakwatathano ethimbo kehe
- Okutsikila okuyelitha omayakulo noopoloholama ndhoka hadhi gandjwa kUuministeli

**Otatu ke ku yamukula konomola yongodhi: +264 61 284-8325/8262,  
o-imeila: info@mme.gov.na**

## 5. UUNA TO KWATATHANA NATSE

### Uuna to tu dhengele

#### Otatu ka:

- Yamukula ongodhi yoye meni lyomadengo gatatu
- Galula ongodhi yoye meni lyomasiku gaali giilonga ngele itatu vulu oku ku yamukula meendelelo

#### Ngele owe tu shangele:

- Otatu ke ku tseyithila kutya otwa yakula omushangwa gwoye meni lyomasiku gaali giilonga, tatu ku pe efatululo lyankene tatu ka ungaunga nepulo lyoye noku ku lombwela kutya uunake to tegelele eyamukulo lyoye.

#### Ngele owe tu talele po

- Otatu ku watele meni lyomminute ntano ngele owa ninga oshilaye natse
- Otatu ka yamukula komapulo goye manga wu li putse, ngele itatu vulu, otatu ke ku lombwela kutya omolwashike, osho yo kutya uunake to ka tegelele eyamukulo lyoye
- Ngele owa pumbwa okutumwa kehala li ili, otatu ka ninga oshilaye pehala lyoye pangodhi nenge paimeila ihe nangoye otatu ku kwatele mo notatu ke ku pa Edhina lyomuntu ngoka to ka kwatathana naye, ondjukithi nuuyeleele gwe gwopamakwatathano

## 6. OMADHILADHILO GOYE OTWE GA YALULA

- Otatu tsikile okuhwepopeka omuthika gwomayakulo getu. Opo tu shi ninge, otwa pumbwa okutseya kutya owa hala omayakulo genipo
- Otatu uvaneke okutala omadhiladhilo goye sho tatu tula po omilandu dhomayakulo getu
- Tu lombwela ngele ino nyanyukilwa egandjo lyetu lyomayakulo
- Tu pa ookomenda dhoye opo tu hwepopeke omayakulo getu

## 7. SHOKA TATU PULA KUNGOYE

**Ongushu yomayakulo ngoka tatu ku pe ogi ikolelela kiinima ya yooloka mwa kwafelwa shoka tashi tulwa mo nelongelokumwe ndjoka tatu pewa. Nomolwaasho otatu ku pula wu:**

- Kale omunashili, omwiifupipiki nomwiidhidhimiki
- Kale omunethimbo mokugandja uuyeleele wa pumbiwa nowomondjila koshikondo
- lyuthe kOoveta, kOmauthompango nokOmilandu ndhoka dhi li po
- Ulikile aaniilonga yetu esimaneke tali pumbiwa

**Ngele to kwatathana natse, tu kwatha wu tu pe uuyelege tau landula:**

- Edhina lyoye lyu udha
- Ondjukithi yoye/oimeila yoye/onomola yongodhi/onomola yofaksa
- Yandja efatululo lya yela lyuupyakadhi nenge lyoompumbwe dhoye
- Kalanomushangwagwoshinimashokatopopioshowo omuntugwomOshitopolwa/Oshikondo/Okatopolwa/ ngoka wa longo naye osho wo esiku nethimbo lyomakwatathano opo tu hwepopeke omayakulo getu

## **8. OKULONGA NUUYELELE, OOKOMENDA NOMANYENYETO GOYE**

*Ngele owu na okomenda, ethaneko nenge epulo kombinga yiinyangadhalwa nenge yomayakulo gUuministeli kwatathana natse: kongodhi: +264 61 284 8111, O-imeila: [info@mme.gov.na](mailto:info@mme.gov.na), O-websaita: [www.mme.gov.na](http://www.mme.gov.na) nenge Omupopiliko gwOmbelewa +264 61 284 8325/8262, ko-imeila: [info@mme.gov.na](mailto:info@mme.gov.na)*







MINISTRY OF MINES AND ENERGY

**OTJIHERERO**

# OMATJANGUA

- Okuhandjaura oviungura mbituyandja (tuunguraye);
- Handjaura kutja ovarande vetu oune;
- Tara momeriyandjerero wetu;
- Twapo otjiungura tjondengu tjiimatjiundjirako okuza kwete oruveze aruhe;
- Raisa kutja matuunguraye tjiwetupaha;
- Raisa kutja oumune woye una omaheya;
- Urika kutja matuningireye kove;
- Handjaura kutja motupevi ondaze nawina okuraisa omutjemo woye, indu tjiuhina ohange notjiungura tjetu.

## 1. ETE TUUNGURAYE

### **ORUPA: RWOVIYAKISE**

Okukuizika omamuino nomandjere worutjemo ndwaenene oruzikame kotjiwana komekurisiro woviune-vyongorongova.

### **ORUPA: RWOMBATERO YOTJIMARIVA RWORUTJENO**

Okutekisa pamwe otjimariva tjoveryandjamasa omaze wovarapa nawina orutjemo ondjeverero yomahandjauriro nawina omayendjero yombatemo yotjimariva koviyungurisiwa vyeyuva kehupo rotjiwana motukondwa mumuhina orutjemo.

### **ORUPA: RWOVINENGE VYOMAOLIE WOKEHI YEHI**

Okukuizika omamunikiro, omaunguriro, nawina omahandjauriro woviungura wopo maolie wokehi yehi kotjiwana nomahitasaneno wozoveta wozomburo zokehi yehi.

### **ORUPA: RWOVINENGE VYOZO DIAMANDA**

Okarupa: Komatarero Wotjiungura Tjorukondwa  
Okuyandja ondjeverero kozomburo zozo diamanda okuza kovitjitia mbiheri vyokotjiveta nawina omatundumasiro womawanekeko worupa rwozo diamanda.

### **Okarupa: Komatarero Woviunbura ka Tjomuise**

Okutunduza omawanekeko nawina omahandjauriro worupa rwozo diamanda motjihupe tjtotupa twongorongova okuyenenisa ohambuarakana yazo komekurisiro-wombuiko ya Namibia.

### **ORUPA: RUONGONDONENO YEHI RWA NAMIBIA**

#### **OKARUPA: OMERIHONGERO WEHI**

### **Okarupa: Ongorongova Yomerihongero w'Ehi**

Okukondonona, ozoreport nawina okutunduza ondengu yozomburo zomehi za Namibia okunana ovapuike womehi nawina wouye wopendje.

### **Orupa: Rwomamemeno nawina Ongondononeno Yongaro Youndu Nevaverwa**

Okuyandja omaunguriro wounongo wovimemua nawina otjiungura tjongaro yevaverwa nongaro youndu.

**Orupa: Rwehi nawina Omakondononeno**

Omakondononeno womararero wehi nawina omasosononeno vyongurisiwa womakondononeno wehi.

**Orupa: Omakondero nawina Ondjivisiro-ndjitandavarisa omakondononeno****Okarupa: Komerihongero womakondononeno wehi nozondendera**

Okumuna nawina okutwapo amatjangua womakondononeno korupa rwomakondero, amamunikiro womize, nawina amatjeverero wozondendera.

**Orupa: Orupa-Rwozo Computer nduyandja ondjivisiro**

Okuhandjaura ondjivisiro yomerihongero ohunga nehi nawina ozombuiro zomapuikiro, omawe, nawina omawongero womize vyomehi moukoto wa Namibia.

**Orupa: Omerihongero w'Ehi w'Orukondwa**

Okukaendisa ongondononeno, omakondero worukondwa nawina omaworongero wondjivisiro ohunga nomerihongero wehi.

**ORUPA: RWOZONGOPORO****Okarupa: Rwondjeverero Yozongoporo nawina Ongondononeno**

Okutjeverero amakurakuriro womize vyomehi, okutarero orupa rwozongoporo omaunguriro waro, nawina okukaendisa otjivaro tjozomburo zomehi.

**Orupa: Rwousemba Woviungura nawina Omekurisiro Wozomburo**

Ondyero yousemba woviungurwa omaningiriro wavyo nawina omaterero womasero nawina oviungura vyozongoporo.

**Orupa: Rwondjeverero Yozongoporo nawina Oviungura**

Okuyeta momaunguriro omahitsaneno ngumaetjama kovaungure wozongoporo' ouveruke nawina ondjeverero.

**Orupa: Rwozongoporo-Ozonditi**

Okutunduuzwa nawina okutwapo Ozongoporo-Ozonditi Orupa orutiti mo Namibia.

**ORUPA: RWOMANANENO WOVIUNGURA****Orupa: Rwondjivisiro Youje Wakandino**

Okuyandja otjiungura Tjondjivisiro, Omananeno Woviungura nawina Omahakaenisiro kovaungure worupa rwo MME.

**Orupa: Ondjeverero nawina Ondyero Yomaneno Woruveze Rwoumba**

Okuyandja ondjeverero kotupa atuhe two ministry orwomoukoto nawina rwopendje mongaro.

**Orupa: Otjiungura Otjitunduuzwa nawina Amatiziro Womananeno Womatjangua**

Okuyandja amatunduuziro nawina otjiungura tjomananeno komatunino wozomberoo, amarandero, amatiziro wozohauto, amatjangua, ozonduvasaneno, nawina omananeno worupa romatiziro woviungurisiwa.

## **Orupa: Rwotjimariva nawina Omananeno Womekurisiro Wovaungure**

### **Okarupa: Otjimariva**

Okutiza omananeno omawa wotjimariva moukoto wo MME momukoka woveta nawina omazeva wohoromende ngenana otjimariva.

### **Okarupa: Komananeno Wozomburo Zovaungure nawina Omekurisiro**

Okuyandja ohambuarakana komananeno nawina otjiungura tjomayandjero wondunge kovinenge mbyatjama kozomburo zomananeno wovaungure, okuyandja omahongero nawina omekurisiro moukoto wo Ministry, nawina okuizika kutja omazeva nawina omirari mavizuvakua nawa, vyaetwa momaunguriro, nawina makuyandjua ombakatui.

### **Orupa: Rwomatarero Womambo Rwomoukoto**

Okutara nawina okuyeta amarunduriro komaunguriro omawa wo Ministry komananeno womoumba, omananeno woukoto, nawina ozondyero zomaunguriro womananeno.

### **Orupa: Orupa Rwomahakaenisiro**

Ruungura otjoruhakaenise pokati ko Ministry, otupa twozombuze, otjiwana nawina otupa atuhe otuna rupa.

## **2. OVARANDE VETU**

- Ozonganda Ozohandjaure Zotutjeno Motukondwa
- Otupa Otukutuke Tutuyandja Otutjeno
- Onganda Ongurioma Yorutjeno ya Namibia (NamPower)
- Ouhopare Wozongemainde
- Otjiwana Moumbomi Watjo
- OMAs nawina RCs
- Ozonganda z'Omaoli
- Otupa Twousemba Wovimbahu Vyomaoli
- Ovapuike
- Ozonganda ndehupura ozo diamanda
- Ozongoporo zozo diamanda
- Otupa tutuna ousemba wotutuu twozo diamanda
- Ovaungurise wondyero yehi
- Otupa otukuramepo twomaungurisiro wozondendera
- Okakondone
- Ovanausemba mbena otutuu twousemba wozongoporo
- Ovatuta
- Ovira vyondondo youye
- Ombwaneno yovana zongoporo ozonditi
- Ovarandise
- Ovaungure wo MME

### 3. OMERIYANDJERERO WETU KOVE

Omeriyandjerero wetu kovarande vetu okuyandja omaunguriro omakahu nawina oviungura oviwa nawina okuriyandjera okutandavarisa oviungura vyetu momazeva ngumaekongorere mba wondengu:

#### **Ourizirira**

Ete tuna ourizirira koviune vyetu, matutoora ourizirira kondaze, nawina tuna omaziriro kukangamua ozondyero zetu.

#### **Okutoora omerizirira**

Matukaenda omukato okuyeta oviungura mbimaviundjirwa kwete iyovarande vetu, otjakondando yetu nawina omakuizikiro wetu

#### **Omamemeno**

Tuna ourizirira okuzengurura omauzeu okutuurungira omiano omipe vyomeripuriro nawina atukaenda komurungu okuyeta amarundurukiro.

#### **Ondengu**

Matuyenenisa omakuizikiro wondando yetu okutuurungira momeritjindiro ngumaeraisa owatjiri, ourizirira, nawina omaunguriro omakahu.

#### **OUPATURUKE**

Matukaendisa ovitjitwa oupaturuke nawina okuhanasana ondjivisiro indu tjiripo.

### 4. OTJIUNGURA TJETU TJIKUIZIKA/ONDONDO

#### **ORUPA: RWOVIYANDJA MASA**

- Okutunga ozoveta ndumazehongorere orupa rwoviyandja masa ohepero tjiyeya
- Okutarurura nawina okutuna ozoveta tjipena oruhepo ndo
- Okuyandja orutjeno kotukondwa twokozombanda nawina otupa twouhuro-womene wovihuro ovinene mombura
- Omatarururiro Wondundakero Yozondendera koviungura vyoviyandja masa moure womayuva omurongo 14 yoviungura
- Omatarururiro womaunguriro nawina omayandjero wotutuu twousemba nawina okuyandja oumune ousenina ko Minister moure womayuva 14 woviungura
- Okukuizika ombakatui ohunga nomaunguriro womirari woviyandja masa moruveze aruhe
- Okukaenda komurungu okuyandja ondjivisiro ohunga Nomahandjauriro Worutjeno Kozongemise (ESI)
- Okukaenda komurungu okuzikamisa-ongengezero kovinenge mbyatjama koviandja masa
- Okuworonganisa, okusosonona, nawina okunana amatjangua woviyandja masa oruveze aruhe
- Omboronganisiro yongondononeno yorupa rwoviyandja masa tjipena oruhepo ndo

- Okuyandja omahongero kovanarupa avehe morupa rwoviyandja masa tjipena oruhepo ndo

**Matuziri kove konomora yongoze ndji +264 61 284-8305, o E-mail: dde@mme.gov.na**

**ORUPA: RWOMBATERO YOTJIMARIVA TJOVIYANDJA MASA**

- Okuwonga otjinmariva tjorutjeno nawina oviungurwa vyopomaoli kombanda omueze umwe tjipazu nomarandisiro
- Okuyandja otjimariva otjijazemua kotupa tutwakurwa otukuramenepo moure womayuva 30
- Okusuta otjitunduuza nawina otjimunikua moure womayuva 30
- Okuyandja ombatero yotjimariva otjijazemua koviungurisiwa vyorutjeno rweyuva moure womayuva 30
- Okuwonga otjimariva otjijazemua omueze auhe
- Okukatara omahitisiro woviungurisiwa vyorutjeno rwe-Yuva moure womieze omurongo 12

**Matuziri kove ponomora yongoze ndji +264 61-284 8404, E-mail: mef@mme.gov.na, srf@mme.gov.na**

**ORUPA: RWOVINENGE VYOMAOLI**

- Okuyandja orutuu rwousemba rwomaunguriro womaoli moure womieze hamboumue
- Okuyandja Orutuu Rwomarandisiro, Orutuu Rwovarandise, Ombapira Ypusemba Yomaunguriro Wovaungirise, nawina Ousemba Womaungurisiro Womaoli koure womieze hamboumue
- Okukaendisa otjiungura tjomatarero wouveruke mekueze, ondjverero, oukohoke, nawina omatarero wozondendera ovitjitua vyomaoli
- Okuzikamisa nawina okuyandja okutjivisa omaerurukiro woviungurwa vyopomaoli mehi-aruhe momueze
- Okutuapo nawina okutarurura momazeva nawina ozoveta zotupa twomaoli tjeri ohepero
- Okukaenda komurungu nokutunduuza ovitjitua rwomapa rwomaoli vya Namibia
- Okukaendisa ongondononeno yovinenge mbyatjamua komamunikiro womaoli mombura
- Okutarera omayandjero yombakatui kovanausemba mbena otutuu twomaoli mekueze
- Okuhakaena kwena ovanarupa avehe tjeri ohepero

**Matuzirire kove konomora yongoze ndji +264 61-284 8212, E-mail: pa@mme.gov.na**

**ORUPA: RWOVINENGE VYOZO DIAMAND**

**Okarupa: Koviungura Vyongondononeno Vyorukondua**

- Okuyandja orutuu rwousemba kotuveze kukahaiwa (RAP) moure womayuva yetano woviungura
- Okutjita ongondononeno momurongo momaunguriro nawina mouyaha wozongoporo moruveze aruhe
- Okutarera omaunguriro wozo diamond mozongoporo nawina oviungura moruveze aruhe

- Okutarera omaunguriro, ondjeverero, nawina omatoorero wozo diamond-momatiziro mondjira oruveze aruhe
- Okutika omatoorero wozo diamond oruveze aruhe
- Okuyandja onduge kovinenge mbyatjama kondjeverero yozo diamond nawina nozongetjefa tjimapehepua
- Okutarero omahaneno nawina omaisapero woviungurisiwa vyozungoporo pondondo yehe nawina kotuveze twopendje oruveze aruhe
- Okupata omawe ngamunikua pendje nawina moukoto oruveze aruhe
- Kara nomahakaeneno kwena ovanarupa avehe mekweze
- Okuyandja orutuu rwousemba kozongoporo nawina ouyaha mbuungura momuronga moure womayuva yetano woviungura

**Matuziri kove konomora yongoze ndji +263) 234 232 Otjovikenga/Oranjemund, (063) 203583 Okakoverua/Luderitz nawina (064) 4105800 Otjonzondjii/Swakopmund, E-mail: ris@mme.gov.na**

#### **Okarupa: Koviungura Vyongondononeno ka Tjomuise**

- Okuyandja orutuu rwousemba rwozo diamond moure womayuva yevari woviungura, okuyandja otutuu atuhe otuna hepero
- Okuyandja orutuu rwousemba wozo diamond moure womieze vitatu
- Okuyandja orutuu rwousemba Rwomaunguriro rwa Kimberley moure womayuva yetatu omayuva woviungura
- Okukaendisa ongondononeno pozonganda zomaunguriro nawina ozondjiwo zomarandisiro mekweze poo ndovazu pena oruhepo
- Okutarera amatjindisiro, amatiziro, nawina amatjindiro wozo diamond moruveze aruhe
- Okutarero amatunino wozo diamond, omayandjero wondengu, omarandisiro, nawina omuano womatjukiisiro moruveze aruhe
- Okutjita owatjiri nawina okutarurura omahitisiro/nomapitisiro wozo diamond moure womayuva yetano woviungura
- Okuyandja onduge movinenge mbyatjama komatuuziro nawina ondjeverero yozomburo zozo diamond nawina ozongemise oruveze aruhe
- Okukaenda komurungu okuyeta momaunguriro otjijungura tja Namibia momaunguriro nga wa Kimberley Process Certification Scheme (KPCS) nawina o Africa Diamond Producers Association (ADPA)
- Okukaendisa omahakaeneno kwena ovanarupa avehe mekweze

**Matukotoka kove konomora yongoze ndji: +264 61 284-8320, E-mail: wis@mme.gov.na**

#### **ORUPA: RWONGONDONONENO YEHI**

#### **ORUPA: OMAUNGURIRO WONGONDONONENO YEHI**

#### **Okarupa: Komamemeno nawina Ongondononeno Nozondendera**

- Okuuungurira kouzeu mbueyapo nokuyandja ondaze moure womayuva 14 woviungura
- Okukaendisa oviungura vyomatwapero woviungura vyehi ndovazu pena ohepero ndjo

- Okukaenda komurungu okutjuukisa nawina okutiza orupa rwomatjangua womakondononeno wehi
- Okukaendisa otjiungura tjomatarerero woviungura vyozungoporo
- Okutara ondjeverero nawina okuisapo oumba wovina ovikuru mongoporo mozombura nao
- Okuyandja o report kongaro-yozondendera omatarero nawina ongondononeno youmba wehi moure womayuva 30

**Matuzirire kove konomora yongoze ndji: +264 61 284-8114, E-mail: deeg@mme.gov.na**

**Orupa: Rwomawe nawina Ozonganda Zomakondononeno**

- Okupaha ovisasanekeo vyomawe moure womayuva 10 woviungura poo tjeri pena oruhepo ndo
- Okukonda nawina okutikonoparisa oviungura pomawe moure womayuva 10 woviungura
- Okukonda oruwa nawina novisasanekeo moure womayuva 10 woviungura
- Okupuisa omawe woruwa moure womayuva 10 woviungura
- Okurongerisa omerirongerisiro omawa moure womayuva 15 woviungura
- Okukaendisa omahaneno woviungura ovizeu wozomburo moure womayuva 10 woviungura
- Okusosonona ovisasanekeo vyomawe nozomahina zokutara inda X-Ray Fluorescence Spectrometer (XRF) moure womamayuva 10 woviungura
- Tuka omize vyomehi nomahina ndji X-Ray Diffraction (XRD) moure womayuva 10 woviungura
- Yandja oviungura vyoungongo womawe moure womayuva 10 woviungura

**Matukotoka kove konomora yongoze ndji: +264 61 284-8335, E-mail: Geochem@mme.gov.na**

**Okarupa: Omerihongero w'Ehi**

- Mapehepa, omaunguriro nawina amatunino wehi nawina omuinyo womaoronganisiro wongaro yehi tjeri ohepero
- Okuyandja omuinyo nawina omaoronganisiro wongaro yehi moure womayuva yetatu woviungura
- Okutunduza ongaro yehi nawina ondjivisiro okuyarukirapo
- Okutarera omakurakuriro wehi aruhe
- Okuyandja ondaze yomakurakuriro wehi tjeri ohepero
- Okusebamisa ongengezero yomakurakuriro wehi ovikando vivari mombura
- Okuyandja ondaze pupamunikua omakurakuriro wehi moure wovivike vitatu kombanda omakurakuriro wehi ngamunikuapo
- Okukaendisa ongondononeno youngongo wehi tjeri ohepero
- Okukaenda komurungu okutya ombosiro yondondo youye yomapamukiro womiku

**Ete matukotoka kove konomora yongoze ndji: +264 61 284-8146, E-mail: geophysics@mme.gov.na**



### **Orupa: Rorukondua Ruongondononeno y'Ehi**

- Okutuapo amatjangua wongondononeno woviungura womakondero wehi moure wozombura ndatu
- Okutuapo omakondero wehi, o report, nawina okutuapo amatjangua moure womayuva yetatu woviungura
- Okukaenda komurungu momatyero womatuiro wapamwe womatjangua komaungurisiro wounongo wo GIS
- Omaunguriro nawina omahandjauriro worupa rwoviungurisiwa vyeyuva komaunguriro womakondero woukarata wehi moure womayuva 10 woviungura
- Okutuna ozombapira zotjiungura tjounongo womize nawina omakondero wehi koure womayu 10 woviungura
- Okuyandja onduge mounongo womaunguriro wehi moruveze aruhe

**Matuziri kove konomora yongoze: +264 61 284-8398, E-mail: drg@mme.gov.na**

### **Okarupa: Kondjivisiro-Ehi**

- Okukaenda komurungu okutya naiwna okuyandja ondjivisiro motjina tjehe
- Okukaenda komurungu makutya Omatjangua Wehi mo Namibia nawina omaoronganisiro Omaunguriro Wounongo Wakangamua (UKS)
- Okukaenda komurungu okutwapo ongengezero yomatjangua wehi, ondjivisiro, nawina oviungurisiwa vyounongo wehi
- Okukuizika kutja ondjivisiro yondjero yehi maihitasana kwena ondondo yehi nawina ondondo youye moruveze aruhe
- Okuvatera ovakondonone, ovahonge, nawina ozomitiri novihepua mbiaronganisiwa vyomawe, ozomburo zomehi, otupamu twomawe, nawina amatupa kongondononeno nawina kondando yomahongero ndovazu pena ohepero
- Okupuika nawina okutya omaoronganisiro wozomburo tjimuna omawe, omize vyomehi, otupamu twomawe nawina amatupa moruveze aruhe

**Matuzirire kove konomora ndji: +264 61 284-8101, E-mail: geoinfo@mme.gov.na**

### **ORUPA: RWOZONGOPORO**

#### **Okarupa: Kukenana Ozomburo nawina Ongondononeno**

- Okuyandja o report yovivarero nawina ondjivisiro ohunga nozomburo tuvari mombura
- Okutya ondengu yomarandisiro yozomburo komatjitiro womaningiriro komapitisiro nawina okuyandja oumune moure womayuva yevari woviungura, okuyandja ovihepua avihe kutja viyenenisiwe
- Okutuako ondengu yovisutua vyozeburo moure womayuva yevari woviungura
- Okutara ombakete wozomburo ndovazu pena oruhepo ndo
- Okukuizika kutja ozomburo zerandisiwe aruhe pondondo yotjimariva tjitjiritjo
- Okutarurura omarandisiro wo uranium koruveze-orure nawina okupimbasana omaunguriro nawina okuyandja oumune moure womayuva yetatu woviungura
- Okukondonona otjimariva tjomarandisiro wouye tjozeburo tjipena oruhepo ndo

**Matutonenen ongoze okuza konomora yongoze ndji: +264 61 284-8161, E-mail: cmmd@mme.gov.na**

### **Orupa: Rwousemba Wozomburo nawina Omekurisiro Wozomburo**

- Okuyandja ozombapira zousemba nda Reconnaissance Licence, (Orutuu Rwousemba Wapeke) Exclusive Reconnaissance Licence, Exclusive Prospecting Licence (Orutuu Rwousemba Wapeke Womahupuriro) nawina Orutuu Rwomakwambereko Wowini Wozomburo (Mineral Deposit Retention Licence) moure womieze vine
- Okutarurura orutuu rwousemba wozomburo moure womayuva omurongo 14 woviugnura
- Okuyandja orutuu rwousemba wozongoporo moure womieze 12
- Okutjangisa otjisuta tjozongoporo moure womayuva hambombari woviungura, okuyandja ozombapira zehe ndumazeheperuapo
- Okuyandja Orutuu-Rwousemba Rwomahupuriro Nduhina Ousemba wapeke moure weyuva rimwe roviungura
- Okuyandja orutuu rwo HVM moure womayuva 10 woviungura
- Okuyandja orutuu rwousemba wokupitisa nawina okutoora moure womayuva yevari woviungura
- Okukaenda komurungu nombakatui mokuungura nawina orutuu rwozongoporo nomahitisiro wovisuta vyozongoporo
- Okukuizika kutja o report yomaunguriro yandjua otjo Koveta Yomahupuriro nawina Yomize Vyomehi
- Okukaenda komurungu okuyandja ondaze nawina okutya oviugura vyozongoporo
- Okupitisa momatjangua ousemba worutuu rwozongoporo kondjivisiro yetu omueze auhe

**Matuziri kove konomora yongoze ndji: +264 61 284-8290, E-mail: mrrd@mme.gov.na**

### **Orupa: Rwondjevero Yongoporo nawina Omaunguriro**

- Okukaendisa omatarero wongoporo mekweze arihe poo tjeri ohepero
- Okuyandja Orutuu Rwomahupuriro koupaturuke nawina omaunguriro wongoporo yokehi yehi indu tjiipazu nokusutwa moure womayuva 10 woviungura
- Okurora nawina okuyandja ousemba kozouha mombura
- Okuyandja Orutuu Rwousemba Rwoviungura indu tjiipazu nokusutwa mopure womayuba 30 woviungura
- Okusosonona nawina okuyakura omaunguriro wongoporo mombura
- Okukondonona oumba mongoporo moure wozoire 72 kombunda okuyandja ondjivisiro Kovatare wozongoporo
- Okutarurura Ouveruke Mongoporo nawina Omazeva Wondjevero tjeri ohepero

**Matuziri kove konomora yongoze ndji: +264 61 284-8254, E-mail: msod@mme.gov.na**

### **Orupa: Rwozongoporo Ozo-Nditi**

- Okukaenda komurungu nokuhina kupokera okuyandja ombatero yoviungura kovana zongoporo ozo-nditi
- Okutara movisanekero vyomawe nawina okuyandja o report moure womayuva yevari woviungura
- Okukaendisa ondyero yomahongero kovanazongoporo ozo-nditi mombura
- Okutuapo oruveze rwomakarero worupa kovanazongoporo ozo-nditi momaraisiro nawina ozombongarero ozonene tjiipena oruhepo
- Okuyandja ondjivisiro ohunga nomaundjiireko womoveta moruveze aruhe

- Okuyandja ombatero yomahitiro womaningira wovisuta moure womieze vitatu, ndovazo paenenisiwa mbimaviheperwapo
- Okutwapo orupare momautiro worutu rwozongoporo ozo-nditi nawina otutu twomerikutiro womaunguriro wakumwe moure womueze umwe
- Okuisapo ozondjakaha zehi/ofarama pokati komuini ofarama nawina ovanangoporo moure womueze vitatu

**Ete matuziri kove konomora ndji: +264 61 284-8258, E-mail: [ssmd@mme.gov.na](mailto:ssmd@mme.gov.na)**

## **ORUPA: RWOMANANENO WOVIUNGURA**

### **Orupa: Rwondjivisiro Youje Wandino**

- Okuyandja oviune vyomahakaeneno mbyaenene/ oviungurisiwa nawina omiano vyomahakaeneno moruveze aruhe
- Okuzirira kouzeu womahakaeneno ngehatonene moure wozominute ndano
- Okupimbura omiano vyomahakaeneno mbihattonene moure womayuva 14 woviungura
- Okuungurira komaningira ngamua ayehe wo ICT moure weyuva rimwe roviungura
- Okukara noviungurisiwa vyoruveze rwomouzeu komaunguriro nawina omatarero wongaro pevapa yuva
- Kokaenda komurungu okutuna oviungurisiwa vyo-Ye Wakandino
- Nokuhina kupokera nawina okutjevera omiano vyomahakaeneno omaunguriro wavyo
- Okutya otutuu atuhe Twomiano Vyomahakaeneno mombura aihe tjiimatuya pokumanuka
- Okutwapo omiano ominene vyomaunguriro moure wozombura mbari nawina omiano omititi vyomaunguriro moure wombura imwe
- Okuyarurako omiano vyomananeno vyomoukoto moure vyomieze vitatu
- Okuyandja omahongero wo IT kovaungure momaningira omape koure womieze vivari okuza meyuva romaunguriro nawina okuningira omahongero moure womueze umwe
- Okuyandja ombatero yoviungura kozomberoo nda zotukondua moure weyuva rimwe roviungura
- Okuriyenenisa moure womieze vivari, ritjuukisa moure womueze umwe nawina eta momaunguriro omaningira moure womieze vine
- Okuhina kupokera okutiza omaunguriro womaningiriro

**Matukuziri konomora yongoze ndji: +264 61 2848135, E-mail: [it@mme.gov.na](mailto:it@mme.gov.na)**

### **Orupa: Rwondjeverero nawina Omanane Woviungura Vyumba**

- Nokuhina kupokero okutjevera omakurakuriro ongondoroka nomberoo ngeheri omawa
- Okuhakaena kwena otupa twarwe otutjevere twoveta oruveze aruhe
- Okutjevere owini wo ministry moruveze aruhe
- Okuuta omakondononeno ko report yondjeverero nawina novinenge vyouzeu moure womayuva
- Okuyandja onduge mombii yondjeverero nawina oviungura vyondjeverero tjiipena oruhepo
- Okukaendisa omatarero wumba kombunda ozombura mbari azehe poo tjiipena oruhepo

- Omaoronganisiro womatarero/ omaunguriro womakahuririro woviungura vyo ministry moure womayuva woviungura otjakomaningira
- Okuyandja ondjeverero nawina nongengezero mokati kovaungure wo ministry tjiipena oruhepo
- Okunana nawina okutjevera omahitiro mondendeko oruveze aruhe
- Okukuizika ombakatui pondondo youye Okutjurura-Omanyondorokisiro Wovimariva nawina Okutjaera Ovefa Yozotororisa Yotjimariva oruveze aruhe
- Okuzirira komakuiro womoruveze rwouzeu mo Ministry koure woiri
- Okuyandja oukarata womahitiro wovaungure moure weyuva rimwe roviungura

**Matuzirire kove nongoze konomora ndji: +264 61 8435, E-mail: fraud@mme.gov.na**

**Orupa: Rwomandjero Wombatero Yoviungura Vyapeke nawina Omatiziro Womatjangua Womananeno**

- Okuyandja ovitoore nawina okuyandja ozombapira zousemba wokuhinga moure weyuva rimwe
- Okuworonganisa nawina okuhandjaura ouvapira wousemba zotutuu twohauto twondjira moure womayuva yetano woviungura kombanda orutuu tjirwamanuka momueze waro
- Okuungurira korutuu oru blou rwomapakerero womatembera nawina okuyandja ozonomora ozombe kovahinge moureweyuva rimwe
- Okukuizika kutja omaningiriro wozohauto zakangamua ko garage yohoromende nawina ozo ministry yaungurua moure womayuva yane woviungura, ndovazu ozohauto opuzeri
- Okukaendisa omatarero wozohauto komurungu nawina kombanda yaindu tjiyazu nokuyandjua
- Okukuizika kutja omatjangua yahindua, yatunua, nawina maeyandjua eyuva arihe
- Okuyandja ozombapira zomarandero momayuva yevari woviungura indu tjiimuazu nokumuna omayandjerero Wombapira Yomoukoto Yomarandero
- Okukongomokisa omaurikiro wo Komiti Yomarandero, Orupa Nduna Otjina Nomarandero rumwe mombura, nawina Okomiti ndjina otjina Nomatararuriro Womararakaneno tjeri ohepero
- Okutjukisa Omarandisiro moure womayuva 14 woviungura tjiipazu nokuya omaningiriro okuza kovanane wotjiungura
- Okusosonona otjiungura hi koure womayuva 30 kombunda omapatero
- Okukaendisa omatarero wovina ombura aihe poo tjiipena oruhepo ndo
- Okuyandja nawina okutjevera ovina pevapa yuva
- Okutjavera oukohoke womberoo
- Okuyandja ombango komatunino omatiti moure weyuva nawina omatunino omanahepero moure womayuva yetano woviungura

**Matuzirire kove konomora yongoze ndji: +264 61 284-8235,  
E-mail: auxiliary@mme.gov.na**

## **Okarupaokatiti: Otjimariva**

- Okurongerisa nawina okutarera omaneneparisiro wotjimariva tjo ministry mombura
- Okutjevera ovipite ongondoroka nomaungurisiro wotjimariva mombura
- Okurongirisa ozo report yomueze, yekweze nawina yombura momaungirisiro wotjimariva
- Okukuizika ombkatui nozoveta nawina omazeva mbinana Oveta Yotjimariva Tjohoromende
- Okuyandjera ovinenge vyovaungure nawina ovimariva vyokupita moure womayuva yevari woviungura, ndovazu ovimariva opuviri
- Okusuta otjimariva tjovaandja viungura moure womayuva 30, ndovazu ovimariva opuviri
- Okutuapo ozo report zotjimariva zomueze, mekweze, nawina mombura
- Okuyeta pamwe omaundjiro, omahununino nawina ovipite vyozone djo momueze
- Okuworonganisa, okutjevera, o bank, nawina ozomburo ozo report peke zovihete mbyaronganisiwa o Ministry pevapa yuva
- Okurongirisa o report Komutare-Womambo Omunene Wohoromende okutjita omaningiriro kovandu mbeungura notjimariva tjipena oruhepo

**Matukotoka kove konomora yongoze ndji: +264 61 284-8233,  
E-mail: [finance@mme.gov.na](mailto:finance@mme.gov.na)**

## **Orupaoruti: Orupa Rwomananep Rwomakutiro Womoviungura nawina Omekurisiro**

- Okutara komapuriro woundu wapeke komanga poo moure womayuva yetatu woviungura
- Okukuizika kutja oruvez nduripo rumune omundu moure womueze vitatu nawina oruveze nduhiyapita moure womueze hamboumwe
- Okuyandjua omayuva woruveze rwomasuviro wombura momueze auhe
- Okuzirira komaningira womayuva womasuviro nawina okureparisa moure womayuva yetano woviungura
- Okutara korutuu rwomasutiro mombura aihe
- Okuyandja ouwa auhe wovaungure moure weyuva rimwe roviungura, indu ndovaze ozombapira azehe opuzeri
- Okukaendisa omaningiriro wombatero youvere, ondjeverero yovaungure, nawina Ouwa Woukurundu (GIPF) moure weyuva rimwe, ndovazu ozombapira zehe opuzeri
- Okukaendisa omaningira wotjimariva tjokupaha ondjiwo otjomuungure (HOSSM) moure womayuva yetatu woviungura
- Okutara kotjiposa tjomeritjindiro omangundi moure womueze umwe tjipazu nokutjitua nao
- Okutara kouzeu moure womayuva yetano woviungura
- Okuyandja Otuhepo Tuomahongero Twomasosononeno (TNA) mozombura ndatu azehe
- Okutuapo Orutuu Rwomekurisiro Wozomburo Zovaungure mozombura ndatu azehe
- Okutuapo orutuu rwomahongero okuza Kondando Yomekurisiro Kourike (PDP) mombura aihe

- Okuyandja ondaze kuimbi mbyaenene nawina mbihina kuyenena otjokomaningira womandjero womahongero moure womayuva yetano kombanda okomiti ndji yomahongero tjiyazu mombongarero yayo
- Handjaura tuvari nawina omahongero ngapewa ombatero ondji visiro ndjo ngaiyende moure weyuva rimwe roviungura tji pazu nokuyakurwa nao
- Okutwapo omahongero wekweze nawina amatarero kovaungure koure womayuva yetano woviungura okuza keyuva ndi rombutiro yoviungura
- Okukaendisa oviungura y'Okomiti Yomahongero yo Ministry novitjitia tji pena oruhepo ndo

**Matuziri kove konomora yongoze ndji: +264 61 284-8327, E-mail: hrp@mme.gov.na**

**Ekondua: Omaterero Womambo Moukoto**

- Okukaendisa amatarero momiano omikahu vyomoukoto, omananeno, nawina okutara koruveze rwoumba mekweze
- Okukaendisa amataero omayarukirwapo momiamo mbyaso okuyetua momaunguriro otjokozondunge zomuna tuvari mombura
- Okuyandja ondunge kounane okutuurungira mo report yomatarero womambo moure womueze
- Okuyandja o report yomatarero womambo ko komiti ondare yomambo mekweze
- Okuyandja onguizikiro momaetero womomaunguriro wongaro omberuke yokuisapo oumba momananeno moruveze aruhe
- Okutjita ongondoneno moure womayuva hambombari woviungura okuza nokumana omaningira

**Matuziri kove konomora yongoze ndji: +264 61 284-8244, E-mail: auditor@mme.gov.na**

**EKONDUA: ORUPA RUOMAHAKAENENO**

- Omahandjauriro wondji visiro ongondoroka no Ministry oruveze aruhe
- Okukurama otjomuhungirirepo wo Ministry tji pena oruhepo ndo
- Okutunduzwa oviungura nawina omaunguriro wo Ministry
- Okukaendisa nawina okukara potuveze atuhe otunahepero nawina ovinenge vyo Ministry tji pena oruhepo ndo
- Okupitisa amatjangua wo Ministry tji pena oruhepo ndo
- Okupitisa omanangero kotupa twozombuze omayuva yetatu komurungu ovitjitia
- Okuyandja ondaze kotupa peke twozombuze moure womayuva yetatu woviungura
- Okutarera ozombuze motupa twozombuze ohunga no Ministry pevapa yuva
- Okutwako ondji visiro ko website yo Ministry nawina otupa twomahakaeno twotungozi oruveze aruhe
- Okutunduzwa oviungura vyo Ministry nawina ovitjita

**Matuziri kove konomora yongoze ndji: +264 61 284-8325/8262, E-mail: info@mme.gov.na**

## 5. OVE TJIWAKAENE NAETE

### Tjiwatono ongoze kwete

#### Ete matu:

- Matuziri ongoze yoye kombunda okuura tutatu
- Matukotora ongoze yoye moure womayuva yevari tjituhina kuyandja eziriro kamanga

### Ove tjiwatjangua kwete

- Maturaisa kutja twamunu amatjangero woye moure womayuva yevari woviungura, matukupe omakahururiro kutja matuunguravi ouzeu woye nawina atukutjivisa tjiimohepa eziriro.

### Tjiwekuturyangera

- Ete matukupe ombango mozominute ndano tjiuna omahakaeneno ngatunua kwena ete
- Matuzirire komapuriro woye ngunda auri pwena ete, tjituhina kuyenena, matu kutjivisa kutja onguaye, nawina kutja undja rune eziriro
- Tjiimohepa okutumwa kwarwe, matutjiti nao mena roye kutja omongoze poo o email nawina otjherengururua atjihindua kove nawina atukupe ena romundu ngumamusu okuwana, otjitamba nawina ovinenge vyomahakaeneno

## 6. OUMUNE WOYE MAUVARWA

- Ete matukaenda komurungu okuyeta amarundurukiro kondondo yetu. Okutjita mbi, matuhepa okutjiwa kutja otjikeungura tjiimohepa
- Matukukuizike okutara moomune woye tjiimatutara mondengu yoviungura vyetu
- Tutjivisa tjiuhina ohange nawina tjiuhina ondjoroka nomaunguriro woviungura vyetu
- Tupa oumune woye kutja ete tutunineko oviungura vyetu

## 7. MBIMATUNINGIRE KOVE

### Otjiungura tjomuzura tjitwaso kutjita matjizu kovinenge peke mumuna ohamburakana nawina omaunguriro wakumwe ngumatunu. Kuna matuningire kove:

- Kara nowatjiri, omuna vikaro nawina nomuretima
- Tiza oruveze tjiimoyandja mbimavihepua nawina okuyandja ondjivisiro ndjiriyo korupa ndui rwomaneneno
- Kara nombakatui Kozoveta, Omirari nawina Omaunguriro
- Yandja omaunguriro omawa kovaungure vetu nondengero

**Tjimohakaene naete, arikana yandja ondjivisiro ndjimaikongorere mba:**

- Ena roye okuura
- Otjikesa tjo posa/ email/ onomora yongoze/ onomora yo fax
- Yandja omahandjauri omakahu wovinenge vyoye/ poo otuhepo
- Tiza amatjagua wotjinenge nawina omundu Morupa rwetu/Momananeno/ Okarupa/ Okakondua ngumuungura kumwe omayuva nawina oiri yomahakaeneno kutja pete omarundurukiro moviungura vyetu

## **8. MATUUNGURA NONDAZE YOYE, OUMUNE NAWINA O MUTJEMO**

*Tjiuna ngamua oumune, ondunge poo omaningira ohunga noviune poo oviungura vyo Ministry omahakaeneno owonga: Onomora yongoze: +264 61 284 8111, E-mail: info@mme.gov.na. Website: www.mmegov.na poo Orupa Rwomahakaeneno +264 61 284 8325/8262, E-mail: info@mme.gov.na*





MINISTRY OF MINES AND ENERGY

**RUKWANGALI**

# MALIZUVHASANO AGA

- Kwa kama maruganeno/makwafo aga atu gava (Eyi atu rugana);
- Kwa singonona asi wolye varandiyirugana vetu;
- Kulikida elituro mo lyetu;
- Kwa tura po nonkarero domaruganeno/makwafo aga no ndindira kwetu poyiruwu nayinye;
- Kwa tanta eyi ngatu rugana nsene o gwanekera nose;
- Kwa tanta asi magano goge mulyo;
- Kwa likida eyi tuna kuhundira koge;
- Kwa fwaturura omu no tu pa nkumbu nomu no tura po masivano goge, nsene kapi ono hafere maruganeno/makwafo getu.

## 1. EYI ATU RUGANA

### DIREKTORATA: YIKWAMARUTJENO

Kudivilisa egwano lyoyikwamarutjeno lyokusikilira mo lyokuvhura kufutira kekuliko lyoyiparwisa nonkarasano zomuhoko.

### DIREKTORATA: YIMALIVA YOYIKWAMARUTJENO

Kuhetakanesa nondando doyikwamarutjeno ngwendi epopero lyegavero lyomawoli nomarutjenoe nokugava makwafo goyimaliva gokufutira maunkurungu gorutjeno rwezuva kononkarapamwe edi da kara ponze zomavega aga da pita nongundi domarutjeno.

### DIREKTORATA: YINKA YOMAWOLI

Kudivilisa ekonakono, ezanguro negavero lyonomezangu doyikwamawoli komuhoko mokuliza kumwe nonoveta doyikwamawoli.

### RUHA: YINKA YOKAWE (YODIAMANTE)

#### Ruhagona: Yirugana yoMakonakono paRuhasingongo

Kudivilisa epopero lyomarunone gokawe koyiviyauko ya hana asi yopaveta nokuzerura epakerero lyonofabilika dokawe.

#### Ruhagona: Yirugana yoMakonakono moVenduka

Kuzerura epakerero nehanguro lyonofabilika dokawe momaruha gokuhupa ko goyiparwisa mokunenepeka ekwatesoko lyayo mekuliko lyoyiparwisa yonkarapamwe moNamibia.

### RUHA: MAKONAKONO GEVHU MONAMIBIA

#### DIREKTORATA: UDIVI WOYIKWEVHU

#### Ruhagona: Yiparwisa yoYikwevhu

Kukonakona, kudivisa nokuzerura unankondo waNamibia womarunone gonominerare mokukoka vapungwisi wopasingo nopauzuni.

#### Ruhagona: Udivi woYikwevhu yoMombumbura

Kugava maruganeno/makwafo goudivi woyikwevhu yomombumbura.

**Ruhagona: Yikwevhu noUdivinsitwe nEvegakonakoneno (Raboratoriumu)**

Kutulisa po muzaro gopatateko goyikwevhu noudivinsitwe nokukonakona yininke yokulisiga-siga yoyikwevhu.

**DIREKTORATA: ETUROMUZARO NOMAPUKURURO GOYIKWEVHU****Ruhagona: Nsitwe zoyikwevhu**

Kugwana nokugendesa mapukururo gonsitwe zoyikwevhu mokutulisa po nomuzaro domavega, makonakono nominerare, nenomeno lyombumbura.

**Ruhagona: Mapukururo goyikwevhu**

Kuhanesa mapukururo gokuhamena yikwevhu nokupungura nominerare, yikwambungururu (nometeorite), nepongaiko lyoyininke eyi va kukutika moNamibia.

**Ruhagona: Udivi-evhu paRuhasingo**

Kutulisa po makonakono goudivi-evhu, kutura pomuzaro nokugendesa mapukururo gokuhamena udivi-evhu.

**RUHA: NOMINA****Ruhagona: Nominerare edi va silika noMakonakono**

Kupahukira egendaguro lyonominerare, kunomena yirugana yoruha ronominina, nokugendesa mauzera gokuhamena nominerare.

**Ruhagona: Unankondo woNominerare nEkuliko lyoMarunone**

Kupahukira mahundiro gounankondo wonominerare nokunomena yiviyauko yomakonakono nonomina.

**Ruhagona: Epopero lyomoMina noYirugana**

Kutura moyirugana esongomeno lyonongendesoveta dokuhamena ukanguki nepopero lyovarugani womomina.

**Ruhagona: Unaminagana**

Kuzerura nokutura pasikwamo Ruhagona roUnaminagana moNamibia.

**DIREKTORATA: YIRUGANA YEGENDESO****Ruhagona: Mapukururo goPaunongokonentu**

Kugava maruganeno goMapukururo noMalizuvhasano goPaunongokonentu (go-ICT), Nongendeseso doVamahina noMaruganenokumwe kombungarugani zoUminisiteli woNomina noYikwamarutjeno (MME).

**Ruhagona: Yirugana yEpopero nEgendeso lyoYimpagwa**

Kugava yirugana yepopero kombumbura zouminisiteli zomonda nezi zoponze.

**Ruhagona: Yirugana yEkwatesoko nEgendeso lyoNodokumende**

Kugava mbatero noyirugana yekwatesoko kuhamena ewapeko lyonomberewa, egwanomaruone, mpungi zomatuwa, nodokumende, nokondaraka negendeseso lyomapungwisiro.

**Ruhagona: Egendeso lyoYimaliva noMarunone goPantu Karuhagona: Yimaliva**

Kukaresa po egendeso lyewa lyoyimaliva monda zoUminisiteli woNomina noYikwamarutjeno (MME) mokuliza kumwe nonoveta nonongendesoveta dokuhamena yimaliva yepangero.

### **Karuhagona: Egendeso nEkuhiko lyoMarunone goPantu**

Kugava mbatero zopagendeso noyirugana yegawomagano koyinka yokuhamena egendeso lyomarunone gopantu, kugendesa edeuro nekuliko moUminisiteli, nokudivilisa asi nompango nonongendesoveta kuna kudizuvha ko nawa, kuditura moyirugana nokudisikisa mo.

### **Ruha: Evarurokonakono lyoMonda**

Kukonakona nokuwapukurura utompoki wegendeso yimpagwa lyoUminisiteli, mapahukiro gomonda, nonongendeseso doupangeli.

### **Ruha: Malitundakano goMbunga**

KukarangosigwanekedesopokatjikoUminisiteli, vanambudi, mbunga novagusimbinga.

## **2. VARANDIYIRUGANA VETU**

- Vagavelimarutjeno moMaruhasirongo
- Vazanguli Yikwamarutjeno woKulikarera
- Elipakerero lyoYikwamarutjeno moNamibia (Namibia Power Utility (NamPower)
- Maugendeso goNodoropa
- Mbunga nazinye
- Nombereza/Mauminisiteli/Maukarelipangero (OMAs) ntani Vakansela moMaruhasirongo (RCs)
- Malipakerero goyikwamawoli
- Vaweki nombapirapulisiro doMawoli
- Vapungwisi
- Malipakererongesefa aga hongo/wapaike kawo
- Malipakererongesefa gonomina dokawe
- Vaweki wonombapirapulisiro (nolisensi) dokawe
- Vafanaiki veruganeso-evhu
- Vakarelipombumbura
- Vakonakoni
- Vaweki nolisensi domina
- Vanafarama
- Malipakerero gopauzuni
- Malipakererongesefa govanaminagona
- Vagavimarunone
- Vahameni wombungarugani zoUminisiteli woNomina noYikwamarutjeno (MME)

## **3. ETUMBWIDIRO LYETU KWENI**

Etumbwidiro lyetu kovarandiyirugana vetu kuna kara lyokugava maruganeno/ makwafo gomawa gopasitambo ano ose kurwamena kusikisa mo yirugana yetu kukwama konomulyopitisiro odo dina kukwama ko:

### **Esikisomo yitumbukira**

Ose kwa tumbukira koyiviyauko yetu, kugusa elimburuko lyoyitundwamo, nokulimburura koyiviyauko yetu.

### **Ulimburukwi**

Ose kugusa ntambo zokugweda ko mokugava makwafo aga vana kundindira varandiyirugana, kukwama kositambo nekerwameno lyetu.

### **Unogototo**

Ose kwa kara netumbukiro lyokukohonona pomaudigu kupitira mononkedi donompe dokugazara newapukururo lyopatwikiro.

### **Uhungami**

Ose kusikisa mo etumbwidiro lyerwameno lyetu kupitira monkarero ezi azi likida usili, etumbukiro nouhungami.

### **Umoneneni**

Ose ngatu gendesa yiviyauko yetu pamoneneno nokugava mapukururo getu pazeguruko nsene po ge li.

## **4. ETUMBWIDIRO/NKARERO ZOMAKWAFO GETU**

### **DIREKTORATA: YIKWAMARUTJENO**

- Kutulisa po maganoveta gokupitisira ruha royikwamarutjeno nsene pa kara hepero zayo
- Kutarurura nokuwapukurura maganoveta nsene pa kara mpumbwe zayo
- Kugava rutjeno konomukunda dokomambo nomatungo gepangero aga ga kara ponze zonodoropa nkenye elima
- Kutarurura Makonakono goSikoda soMbumbura sonoprojeka domarutjeno monda zomazuva 14 goyirugana
- Kutarurura eretesopo nehaneso lyononkarero donombapirapulisiro nokugava mapamperekedo gokuhullira kwaMinisiteli monda zomazuva 14 goyirugana
- Kudivilisa egwanesopo lyonongendesoveta domarutjeno moyiruwo nayinye
- Kutwikira kugava mapukururo gokuhamena Nongesefa doKugava Marutjeno (ESI)
- Kutwikira kugava yigendo yomapukururo gokuhamena rutjeno
- Kupongeka, kuhangura nokugendesa mauzera gokuhamena rutjeno poyiruwo nayinye
- Kutulisa po makonakono gonofabilika domarutjeno nsene pa kara mpumbwe zayo
- Kurerupika madeuro govahamenimo monongesefa domarutjeno nsene pa kara mpumbwe zayo

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8305, E-mail: dde@mme.gov.na**

### **DIREKTORATA: SIKESA SOYIKWAMARUTJENO**

- Kupongaika yifutwa yonomuzangu doyikwarutjeno noyikwamawoli monda zokwedi kumwe konyima zerandeso
- Kugava makongo gomanunu kovakarelipo ava va pulisira monda zomazuva 30 gepulisiro
- Kufuta yimaliva yokuzagera nokutondweda yifutwa yokupitakanena monda zomazuva 30

- Kufuta yimalivakwatesoko yomawoli norutjeno monda zomazuva 30
- Kugava makongo goyimalivakwatesoko komaunkurungu gomarupe gomape gorutjeno monda zomazuva 30
- Kugwana yimaliva yomakongo nkenye kwedi
- Kukonakona marupe gomape gounkurungu womarutjeno monda zomakwedi 12

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#### **DIREKTORATA: YINKA YOYIKWAMAWOLI**

- Kugava nombapirapulisiro doyikwamawoli monda zomakwedi ntazimwe
- Kugava Lisensi zoHorosaira, Lisensi zoKurandesa, Nzapo zoKutulira Rutjeno Murandiyirugana, ntani Peremeta zoYikwamagadi/mawoli va ruganesa monda zomakwedi ntazimwe
- Kutulisa po makonakono gankenye sinanone goukanguki, epopero, egameno nombumbura goyiviyauko yoyikwamawoli
- Kutokora nokudivisa nondando donomuzangu doyikwamawoli eyi va pahukira mwaza sirongo nkenye kwedi
- Kutulisa po nokutarurura maganoveta nonoveta domaruha goyikwamawoli nsene pa kara mpumbwe zayo
- Kutwikira kuzerura yiviyauko yoyikwamawoli moNamibia.
- Kutulisa po makonakono goudivi-evhu gokuhamena ehanguro-evhu nkenye elima
- Kunomena evhuliko lyovaweke nolisensi doyikwamawoli nkenye sinanone
- Kutulisa po mapongo govahamenimo nsene pa kara mpumbwe zayo

**Ose ngatu ku limburura pangodi ko-: +264 61-284 8212, E-mail: pa@mme.gov.na**

#### **RUHA: YINKA YOKAWE (YODIAMANTE)**

##### **Ruhagona: Yirugana yoMakonakono paRuhasingo**

- Kugava noperemeta domavega va silika (RAP) monda zomazuva gatano goyirugana
- Kutulisa po makonakono gomoyikepa yehanguro evhu neyi yonovina poyiruwo nayinye
- Kunomena nongendeseso donomina noyirugana yokuhangura evhu poyiruwo nayinye
- Kunomena eruganeso, epunguro netuto lyomamanya ga kara nokawe poyiruwo nayinye
- Kusindikira etuto lyokawe poyiruwo nayinye
- Kugava magano gokuhamena yinka yokukunga kawe nonongesefa dokawe nsene pa kara hepero
- Kunomena ezunguro netundisopo lyovamahina wonomina pomazenga gomosirongo naga gomouzuni poyiruwo nayinye
- Kuswika evhu lyongurumanya va gwana kononterefuta nopononkorofuta poyiruwo nayinye
- Kutulisa po mapongo govahamenimo nkenye sinanone

- Kugava nonzapo zokuzeresa koyikepa yokawe neyi yokuhangura evhu monda zomazuva gatano goyirugana

**Ose ngatu ku limburura pangodi ko-: 063) 234 232 Oranjemund, (063) 203583 Lüderitz ntani (064) 4105800 Swakopmund, E-mail: ris@mme.gov.na**

#### **Ruhagona: Yirugana yoMakonakono moVenduka**

- Kugava noperemeta dokawe monda zomazuva gavali goyirugana, nsene nodokumende nadi nye dohepero po di li
- Kugava noliseni dokawe monda zomakwedi gatatu
- Kugava nonzapo doKimberley Process monda zomazuva gatatu goyirugana
- Kurugana makonakono konofabilika nokononzugo domarandesero nkenye sinanone ndi nsene pa kara hepero zayo
- Kunomena etuto, epunguro neruganeso kawe poyiruwo nayinye
- Kunomena yirugana yokuhangura, kugava mulyo, kurandesa, netjingiso lyokawe poyiruwo nayinye
- Kutarurura nokupameka eretomo nepwageso lyokawe monda zomazuva gatano goyirugana
- Kugava magano koyinka yokuhamena ezeruro nepopero lyomarunone gokawe nonongesefa poyiruwo nayinye
- Kutwikira kutura moyirugana matumangedo gaNamibia kuhamena koNgendeseso zEgawononzapo zaKimberley (Kimberley Process Certification Scheme (KPCS) ntani Elipakerero lyoVazanguli woKawe moAfrika (Africa Diamond Producers Association (ADPA)
- Kutulisa po mapongo govahamenimo nkenye sinanone

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8320, E-mail: wis@mme.gov.na**

#### **RUHA: MAKONAKONO GEVHU DIREKTORATA: UDIVI WOYIKWEVHU**

#### **Ruhagona: Udivi woYikwevhu yoMombumbura**

- Kulimburura koyimpagwa yoyiponga yevhu monda zomazuva 14 goyiruggana
- Kutulisa po nomuzaro dehanguro evhu nsene pa kara mpumbwe zayo
- Kutwikira kupongaika nokukaresa po mapukururo gokuhamena unongokonentu vevhu moruha
- Kutulisa po manomeno goyiviyauko yonomina mombumbura nkenye sinanone
- Kukonakona epopero noyiponga yekagwiso yomavega ganare gonomina aga va pira kuwapeka mwnkenye nomvhura mbali
- Kugava nondimbuli dopafwatururo kuhamena makonakono gevhu nombumbura nomakonakono goyiponga yevhu monda zomazuva 30

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8114, E-mail: deeg@mme.gov.na**

#### **Ruhagona: Yiparwisa yoYikwevhu**

- Kutwikira kugava mapukururo goyiparwisa yoyikwevhu
- Kutwikira kukonakona nokugava magano gokuhamena nompito doyipanganahanguro yonominerare

- Kuzerura mapungwiso monominerare moNamibia poyiruwo nayinye
- Kugendesa makonakono gomapukururo goyikwanominerare nokuyipungura poyiruwo nayinye

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8343, E-mail: deg@mme.gov.na**

**Ruhagona: Yikwevhu noUdivinsitwe nEvegakonakoneno (Raboratoriumu)**

- Kuvihha yikwevhu monda zomazuva 10 goyirugana ndi nsene pa kara mpumbwe zayo
- Kubamagura nokumyona yininke yoyikwevhu monda zomazuva 10 goyirugana
- Kuteta mamanya neyi ya hamena ko monda zomazuva 10 goyirugana
- Kukwita Magadi yintau yomamanya monda zomazuva 10 goyirugana
- Kurongikida maruha gompuzo zonunu monda zomazuva 15 goyirugana
- Kutulisa po ehanguro lyonominerare donondigu monda zomazuva 10 goyirugana
- Kuhangura maruga gonsitwe zevhu kumwe nehina lyedina X-Ray Fluorescence Spectrometer (XRF) monda zomazuva 10 goyirugana
- Kudimburura nominerare nehina lyedina X-Ray Diffraction (XRD) monda zomazuva 10 goyirugana
- Kugava yirugana youdivi woyikwamamanya monda zomazuva 10 goyirugana

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8335,**

**E-mail: Geochem@mme.gov.na**

**DIREKTORATA: ETUROMUZARO NOMAPUKURURO GOYIKWEVHU**

- Ruhagona: Nsitwe zoyikwevhu
- Kugwana, kurugana, nokutoroka evhu nomapukururo gomompepo goudivi wevhu nsene hepero
- Kugava mapukururo gevhu gomompepo nepevhu monda zomazuva gatatu goyirugana
- Kutwikira kugava mapukururo gokuhamena nsitwe zevhu
- Kutwikira kunomena yihoroka yekankamo lyevhu
- Kugava nondimbuli dekankamo lyevhu nsene pa kara hepero
- Kutulisa po yigendo yokudivisa makankamo gevhu mwankenye nomvhura mbali
- Kugava nondimbuli dosikoda sekankamo evhu monda zoyivike yitatu konyima zokudimburura sihoroka sekankamo lyevhu
- Kugava mapukururo kovanambudi gokuhamena ekankamo lyevhu monda zezuva limwe konyima zokudilika sihoroka sekankamo evhu
- Kutulisa po makonakono goudivi wevhu nsene pa kara mpumbwe zayo
- Kutwikira kunomena sasiyonazouzunizokukonakona macuko gonomuhagarogona donukliya (nuclear)

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8146, E-mail: geophysics@mme.gov.na**

**Ruhagona: Udivi-evhu paRuhasingo**

- Kuresesa po mapukururo gomakonakono gokuhamena noprojeka deturo pomuzaro monda zonomvhura ntatu
- Kugava nokalifa doyikwevhu, nondimbuli nomapukururo gokuhamena ko monda zomazuva gatatu goyirugana



- Kutwikira kugendesa mapukururo goyikwevhu mokuruganesa unkurungu wo-GIS
- Kurugana nokutoroka mafano gonosatelite mokutulisa po nokalita monda zomazuva 10 goyirugana
- Kukoreka nombapira nonokalita doudivi wevhu monda zomazuva 10 goyirugana
- Kugava nkenye apa magano gokuhamena udivi-evhu

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8398, E-mail: drg@mme.gov.na**

#### **Ruhagona: Mapukururo goyikwevhu**

- Kutwikira kugendesa nokugava mapukururo gokuhamena udivi evhu
- Kutwikira kukaresa po Mapukururo gEvhu moNamibia naga goNgendeseso zoUdivi woPauzuni (UKS)
- Kutwikira kutulisa po yigendo yokudivisa mapukururo goudivi wevhu nonomuzangu doudivi wevhu
- Kudivilisa asi mapukururo gokuhamena udivi wevhu ga vhulike kononkarero dopasirongo nopauzuni poyiruwo nayinye
- Kuvatera vakonakoni, varongi wokonosure dokuzeruka, novarongi tupu va gwane mapongaiko gomamanya, nominerare, nometeorite noyikukutikwa va vhure kuyiruganesa komakonakono nekerongo
- Kupungura nokugendesa yipongaika yomarunone goudivi wevhu ngwendi mamanya, nominerare, nometeorite noyikukutikwa poyiruwo nayinye

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8101, E-mail: geoinfo@mme.gov.na**

#### **RUHA: NOMINA**

#### **Ruhagona: Nominerare edi va Silika noMakonakono**

- Kugava nondimbuli domavaruro nomapukururo gokuhamena nominerare ruvali melima
- Kupameka nondando donominerare komahundiro gonoperemeta dokupwagesa ponze zosirongo nokugava mapamperekedo monda zomazuva gavali goyirugana, nsene yihepwa nayinye vana yi gwanesa po
- Kuvarura yifutwa yonominerare monda zomazuva gavali goyirugana
- Kukonakona tumpunda tonominerare nsene pa kara mpumbwe zayo
- Kudiviisa asi nominerare va di randese kondando zokuwapera nkenye apa
- Kukonakona marandeso gosinema sosire gouraniumu nokulisinta nokondaraka nokugava mapamperekedo monda zomazuva gatatu goyirugana
- Kukonakona ndando zonominerare pantambo zouzuni nsene pa kara hepero zayo

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8161, E-mail: cmmd@mme.gov.na**

#### **Ruhagona: Unankondo woNominerare nEkuiko lyoMarunone**

- Kugava Lisensi zEdimburo, Lisensi zoKulikarera zEdimburo, Lisensi zoKulikarera zoKupaparesa ntani Lisensi zoKupungura Nominerare monda zomakwedi gane
- Kukonakona nolisensi dounankondo wonominerare monda zomazuva 14 goyirugana
- Kugava lisensi zokukara nomina monda zomakwedi 12
- Kutjangesa matondwedo goyikwamina monda zomazuva ntambali goyirugana, nsene yihepwa nayinye po yi li

- \* Gava lisensi zoKukonakonesa za hana Nontetera monda zezuva limwe lyoyirugana
- \* Gava peremeta zo-HVM monda zomazuva 10 goyirugana
- Kugava noperemeta dokupwagesa ponze zosirongo nokututa monda zomazuva gavali goyirugana
- Kutwikira kunomena evhuliko lyokuhamena nolisensi dokupaparesa nedi dokukaresa po mina ntani hena nomatondwedo goyikwanomina
- Kudivilisa asi nondimbuli dokupaparesa yikwakawe va di gave kukwama koVetagona zoKupaparesa Nominerare
- Kutwikira kuwapukurura nokugendesa epenuno lyopaankurungu (lyopakompiuta) lyounamina
- Nkenye kwedi kuhanesa patjango muzaro gomaunankondo gonominerare ogu va wapukurura

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8290, E-mail: mrrd@mme.gov.na**

#### **Ruhagona: Epopero lyomoMina noYirugana**

- Kutulisa po makonakono gomomina nkenye sinanone ndi nsene pana kara mpumbwe
- Kugava Nonzapo doKutaura mamanya kounamina womoruhayera nou wokonhi zevhu pokugwana mfuto zayo monda zomazuva 10 goyirugana
- Kukonakona nokupameka yipako/yikepa yomunku nkenye elima
- Kugava Peremeta zoYirugana yoKugweda ko konyima zokugwana mfuto zayo monda zomazuva 30 goyirugana
- Kukonakona nokupulisira mafanaiko gonomina nkenye elima
- Kukonakona yiponga yomomina monda zonovili 72 konyima zokudivisa Vakonakoni womomina
- Kutarurura Nongendesoveta domoMina doUkanguki nEpopero nsene pa kara mpumbwe zayo

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8254, E-mail: msod@mme.gov.na**

#### **Ruhagona: Unaminagona**

- Kutwikira kugava mbatero zopaankurungu kovanaminagona
- Kuhangura marudi gomamanya nokugava nondimbuli dayo monda zomazuva gavali goyirugana
- Kurongikida madeuro govanaminagona nkenye elima
- Kurerupika ehamenomo lyovanaminagona momarudiko nomoyigongi nsene pa kara mpumbwe zayo
- Kugava mapukururo gokuhamena yihepwa yopaveta younamina poyiruwo nayinye
- Kugava mbatero zokudidilika matondwedo monda zomakwedi gatatu, nsene vana gwanesa po yihepwa
- Kurerupika etotopo lyomalipakerero govanaminagona monda zokwedi kumwe
- Kukohonona po malitatagano gegwano evhu/nofarama pokatji kovenyanofarama novanamina monda zomakwedi gatatu

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8258, E-mail: ssmd@mme.gov.na**

## DIREKTORATA: YIRUGANA YEGENDESO

### Ruhagona: Mapukururo goPaunongokonentu

- Kugava yiruganeso yokuwapera yoMapukururo goPaunongokonentu (IT) poyiruwo nayinye
- Kulimburura monominute ntano nsene nokompiuta kapi dina kurugana
- Kupinganesa maruha gokompiuta gana kupira kurugana monda zomazuva 14 goyirugana
- Kukohonona po mahundiro nagenye gokuhamena ICT mezuva limwe lyoyirugana
- Kupungura mapukururo gokuzangura nokukonakona mbumbura nkenye ezuva
- Kutwikira kugendesa nokunomena erugano lyomakwatasano
- Kugendesa nolisensi nadinye do-ICT nkenye elima kukwama komazuva gokupwa mulyo
- Kutulisa ponongendeseso dononene monda zomalima gavali ano nongendeseso dononunu monda zelima limwe
- Kuwapukurura nongendeseso domouminisiteli monda zomakwedi gatatu
- Kugava edeuro lyo-IT kovahameni wombungarugani kuhamena nongendeseso donompe monda zomakwedi gavali kutunda kezuva lyeturomoyirugana ano edeuro eli vana hundire monda zokwedi kumwe
- Kugava mbatere zopasinano zounkurungu wosinantani konomberewa domomarusirongo monda zezuva limwe lyoyirugana
- Kugwana monda zomakwedi gavali, kulideura monda zokwedi kumwe, ntani kutura moyirugana nondunganeso donompe monda zomakwedi gane
- Kutwikira kukaresa po nongendesesondunganeso

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8135, E-mail: it@mme.gov.na**

### Ruhagona: Yirugana yEpopero nEgendeso lyoYimpagwa

- Kutwikira kunomena maligumakuro gopasinganyeko komukunduruko gomberewa
- Kulikwatakana kumwe nomaruha makwawo govasikisimo noveta poyiruwo nayinye
- Kupopera mamona gopambunga gouminisiteli poyiruwo nayinye
- Kutameka nomakonakono goyinka eyi va divisa yepopero noyimpagwa monda zomazuva gavali
- Kugava magano gepopero noyirugana yepopero nsene pa kara hepero zayo
- Kutulisa po makonakono goyiponga konyima zankenye nomvhura mbali ndi nsene pa kara hepero
- Kukwatakanesa makonakono gongendeseso zokuzereso epopero mouminisiteli monda zomazuva gavali goyirugana pokugwana ehundiro lyangoso
- Kugava madiviso gepopero noyiponga mokatiji kombungarugani zouminisiteli nsene pa kara mpumbwe zayo
- Kugendesa nokupahukira ehwiliro momatungo gouminisiteli poyiruwo nayinye
- Kudiivilisa evhuliko kononkarero dopauzuni dokuhamena Vetagona zoKukandana po Yifuki yoYimaliva noKurwanesa po Egawoyimaliva koVanandjorongani poyiruwo nayinye
- Kugava yikarata yokupatwilisa kovanayirugana monda zezuva limwe lyoyirugana

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8435, E-mail: fraud@mme.gov.na**

## **Ruhagona: Yirugana yEkwatesoko nEngendeso lyoNodokumende**

- Kugava ugendero nokugava mbapira zokupulisira rugendo monda zezuva limwe
- Kupongaika nokugavera nolisensi dokomatuwa monda zomazuva gatano goyirugana konyima zokwedi kehagero
- Kufira sinka masivano nagenye gokuhamena tukarata tomawoli nokugava ko tukarata totupe tomawoli kovasingi monda zezuva limwe
- Kudivilisa asi mahundiromo gomatuwa gopambunga kongarase zepangero nomatuwa govaminisiteli kugarugana monda zomazuva gane goyirugana, nsene matuwa po ge li
- Kutulisa po makonakono gomatuwa komeho nokonyima zokugagava
- Kudivilisa asi malizuvhasano gomoregista va ga tjange, va ga hangure nokugagava nkenye ezuva
- Kurugana mahundiromo gokuranda monda zomazuva gavali goyirugana pokutambura Foromu zEhundiromo lyoMonda eli va Pulisira
- Kukwatakonesa ekutomoyirugana lyoKomiti zEgwanomarunone, Ruha rwEgendeso lyEgwanomarunone rumwe melima, ntani Komiti zoKukonakona Matjingiso nsene yina kara hepero
- Kudivisa pambunga Matjingiso monda zomazuva 14 goyirugana pokugwana mahundiromo gangoso kovagendesesi woprojeka
- Kukonakona matjingiso monda zomazuva 30 konyima zomazuva gehagero
- Kutulisa po evaruro lyemona nkenye elima ndi nsene pa kara hepero zayo
- Kugava nokupahukira emona nkenye ezuva
- Kutwikira kukaresa po uhaya wopamberewaKupakera mbili mawapeko gomanunu mezuva limwe ano mawapeko gomanene monda zomazuva gatano goyirugana

**Ose ngatu ku limburura pangodi ko:- +264 61 284-8235, E-mail: [auxiliary@mme.gov.na](mailto:auxiliary@mme.gov.na)**

## **Karuhagona: Yimaliva**

- Kurongikida nokunomena eyerekoyimaliva youminisiteli nkenye elima
- Kupahukira eruganeso yimaliva yokuhamena eyi nava ruganesa nkenye elima
- Kurongikida nondimbuli dokuhamena eruganeso lyeyerekoyimaliva domokwedi, mosinanone nemelima
- Kudivilisa evhuliko konoveta nokonongendesoveta edi adi pangere Vetagona zoYimaliva yEpangero
- Kuwapaika eruganeso yimaliva noyimalivakwafo yovanayirugana monda zomazuva gavali goyirugana, nsene yimaliva po yi li
- Kuwapaika yifutwa yovagavimarunone monda zomazuva 30, nsene yimaliva po yi li
- Kutura kumwe nondimbuli doymaliva dankenye kwedi, nkenye sinanone nankenye elima
- Kuzisa kumwe mavaraguro gomompunguro zokundindilira, gomutero noyitundomo nkenye kwedi
- Nkenye ezuva kupongeka, kupungura, kumbanga nokudimbura marunone gokulisiga-siga goyiwezomo yoUminisiteli
- Kurongikida ndimbuli zokulimburura esivano lyoMuvarulintoni lina vyuka koMunamberewakurona nsene pa kara mpumbwe zayo

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8233, E-mail: [finance@mme.gov.na](mailto:finance@mme.gov.na)**

**Karuha gona: Egendeso nEkuhloko lyoMarunone goPantu**

- Kupakera sinka masivano gombungarugani poopu ndi monda zomazuva gatatu goyirugana
- Kudivilisa asi noposa domuporongwa omu muna kara ava vana kukwatera mo va di zwide monda zomakwedi gatatu ano edi mwa pira kukara vakwatelimo va di zwide monda zomakwedi ntazimwe
- Kugava ediviso lyomazuva gepwizumuko gelima nkenye kwedi
- Kulimburura kehundiyo lyomazuva gepwizumuko negwedereroko monda zomazuva gatano goyirugana
- Kutulisa po etarururo lyomuzaro gononzambi nkenye elima
- Kurongikida matondwedo gomauwa govarugani monda zezuva limwe, nsene nodokumende nadinye dohepero vana di kakadeke ko
- Kuwapaika mahundiyo gombatero zohaku, yimaliva yepopero lyonkarasano, neyi yo-GIPF mezuva limwe lyoyirugana, nsene nodokumende nadinye dohepero vana di kakadeke ko
- Kuwapaika mahundiyo gongendeseso zamwenyembo (HOSSM) zovanayirugana
- Kufira sinka maudigu goyikara yoyidona monda zokwedi kumwe kokuhoroka po
- Kufira sinka marunyegenyo monda zomazuva gatano goyirugana
- Kutulisa po Ehanguro lyoMpumbwe zoMadeuro (TNA) mwankenye nomvhura ntatu
- Kutura po Eganokuhloko lyoMarunone goPantu mwankenye nomvhura ntatu
- Kutulisa po kalinda komadeuro kutunda moMaganokuhloko goPantu (PDP) nkenye elima
- Kugava nkumbu kuhamena mahundiyo aga gana wapere naga gana dili kuwapera gomadeuro monda zomazuva gatano konyima zokuponga komiti zomadeuro
- Kuhanesa mapukururo gokuhamena marongodeuro aga va futira monda zezuva limwe lyoyirugana pokugwana yangoso
- Kurerupika erongohoveso lyomoyirugana nkenye sinanone ntani kudivisa evega lyoyirugana kovanayirugana monda zomazuva gatano goyirugana kutunda kezuya lyokutameka yirugana
- Kukwatakanesa yiviyauko yoKomitideuro zoUminisiteli nsene pa kara mpumbwe zayo

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8327, E-mail: [hrp@mme.gov.na](mailto:hrp@mme.gov.na)**

**RUHA: EVARUROKONAKONO LYOMONDA**

- Kutulisa po mavarurokonakono gokuhamena mutompo gomapahukiro gomonda, upangeli negendeso lyoyimpagwa nkenye sinanone
- Kutulisa po mararurokonakono gokukwama ko kuhamena mapamperekedo gomavarurokonakono aga va tura moyirugana ruvali melima
- Kugava mapamperekedo kovagendesesi kupitira monondimbulivaruro monda zokwedi kumwe
- Kugava nondimbuli domavarurokonakono kokomiti zomavarurokonakono nkenye sinanone

- Kugava mahuguvareso kuhamena keturomoyirugana lyongendeseso zokutompoka zoyimpagwa poyiruwo nayinye
- Kukonakona ehundiyo lyongandi monda zomazuva ntambali goyirugana gokugwana ehundiyo lyangoso

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8244, E-mail: auditor@mme.gov.na**

#### **RUHA: MALITUNDAKANO GOMBUNGA**

- Kuhanesa mapukururo gokuhamena Uminisiteli poyiruwo nayinye
- Kukara ngomuuyungilimo goUminisiteli nsene pa kara hepero zayo
- Kutwikira kutwara komeho mpangera noyirugana yoUminisiteli
- Kukwatakanesa nokudivisa mapongo noyihoroka yopamberewa yoUminisiteli nsene pa kara hepero zayo
- Kuretesa po nondimbulitjango douminisiteli nsene pa kara mpumbwe zayo
- Kutuma mazigido govanambudi mazuva gatatu komeho zosihorokwa
- Kugava nkumbu kupitira momarupe gokulisiga-siga goyikwambudi monda zomazuva gatatu goyirugana
- Kunomena nondimbuli dovanambudi dokuhamena Uminisiteli nkenye ezuva
- Kuwapukurura webusaiti zoUminisiteli nomapenuno goyikwambudi yosinantani poyiruwo nayinye
- Kutwikira kuzerura makwafo nomalikwamo gouminisiteli

**Ose ngatu ku limburura pangodi ko-: +264 61 284-8325/8262,**

**E-mail: info@mme.gov.na**

## **5. NSENE TO GWANEKERE NOSE**

### **Nsene to tu toonene ngodi**

#### **Ose ngatu:**

- Limburura ngodi zoge monda zomazigido gatatu/nomuhagaro ntatu
- Tengwida kukutoonena monda zomazuva gavali nsene kapi tuna kuvhura kukupa elimbururo poopu

#### **Nsene to tu tjangere:**

- Ose ngatu divisa kutambura mbapira zoge monda zomazuva gavali goyirugana, ngatu ku pa efwatururo lyomu tuna kulipyakidira noudigu woge nokukudivisa asi siruwoke no vhura kundindira elimbururo.

#### **Nsene to tu dingura**

- Ose ngatu ku kwafa monda zominute ntano nsene kuna howo kutudivisa\
- Ose ngatu limburura mapuro goge siruwo oso ono kara nose, nsene kapi tuna kuvhura, ose ngatu ku divisa asi morwasinke, hena asi siruwoke no vhura kundindira elimbururo
- Nsene ono heap kukutuma kwapeke, ose ngatu yi ku rujanena pokutoona ngodi ndi kutuma email nokukutuina evalipiko lyazo, nokukupa Edina lyomuntu ogu no gwanekeza nendi, aderesi zendi nomauzera gomagwanekezo gendi

## 6. MAGANO GOGÉ MUYO

- Ose kutwikira kurwamena kuwapukurura nonkarero detu. Mokuyirugana eyi, ose twa hepa kudiva asi makwafo musinke ono hara
- Ose tatu tumbwidire kupakera mbili magano goge nsene tatu tura po nonkarero detu doyirugana
- Tu divisa nsene kapi ono hafere yirugana yetu nomu tuna kugava mbatero zetu
- Tu pa mafwatururo goge yipo tu vhure kuwapukururo maruganeno getu

## 7. EYI TUNA KUHUNDIRA KOGE

**Mulyo gomakwafo aga natu vhura kukupa kukwama koyininke yokulisiga-siga rambanga ko makambekeko neruganenokumwe eli natu gwana. Yipo nye ose kuna kukuhundira o:**

- Kare mousili, mombili nelididimiko
- Kare mosiruwo sokugava mapukururo aga gana hepwa gomontenta kodirektorata
- Vhulike koNoveta edi da kara po, Nongendesoveta noNongendeseso
- Kutekura mbungarugani zetu nefumadeko lyohepero

**Nsene to zogere nose, tuna kanderere gava mapukururo ogo gana kukwama ko:**

- Madina goge nagenye
- Aderesi zoposa/aderesi zo-email/ nomora zongodi/nomora zofakisi
- Gava esingonono lyokuzera lyosinka soge ndi nompumbwe doge
- Kara nompunda omu ono kupungura yininke yoge nayinye nomuntu ogo ono zogere nendi moRuha roge/Direktorata/ Ruha/Ruhagona nomazuva novili zonzogera mokuwapukurura yirugana yetu

## 8. KULIPYAKIDIRA NONKUMBU ZOGE, MAFWATURURO NOMASIVANO

*Nsene ono kara nomafwatururo gongandi, yiturwapo ndi ehundiro lyokuhamena yivyauko ndi yirugana yoUminisiteli wa hepa kutugwanekera: Ngodi: +264 61 284 8111, E-mail: [info@mme.gov.na](mailto:info@mme.gov.na), Webusaiti: [www.mme.gov.na](http://www.mme.gov.na) ndi Malitundakano goMbunga +264 61 284 8325/8262, E-mail: [info@mme.gov.na](mailto:info@mme.gov.na)*







MINISTRY OF MINES AND ENERGY

**SILOZI**

# Mutumo Wo

- I toloka lisebelezo ze lu fa (Ze lu eza);
- U toloka Basebelisi ba lisebelezo za luna kuli ki bo maNi;
- U supeza buitamo bwa luna;
- Sets standards of service that you can expect from us at all times;
- U toloka hande seo luka si eza ha mu taha ku luna kapa ku lu lizeza muhala;
- U hatisa kuli maikuto a mina ki a butokwa;
- U supeza seo lu si tokwa ku mina;
- U toloka mo mu kona ku kutela ku luna kasumulaho wa ku mi tusa, ni mo mu kona ku fitiseza nonge ya mina haiba hamu ikolwisi.

## 1. Misebezi ya luna

### LILUKO: MAATA

Ku bona kuli kuna ni mifuta ya maata a swanela fa musika mwa Naha kabupala ka nako kaufela, mi a liteko ze siyami kwa ku zizeza pili sifumu sa Naha.

### LILUKO: MASHELENI A LISEBELEZO ZA MAATA

Ku likanya hande liteko za mafula (oili ni petulu) ni mulilo wa magesi, ni ku fa ñambekelo falitekiso za mulilo wa lizazi kwa sicaba se si pila mo ku sina mulilo wa magesi

### LILUKO: MAFULA A OILI

Ku bona kuli ku ba ni lipatisiso, ku lafa, ni ku lekisa kwa Oili mwa Naha ka ku zamaelela ni midlo ya Oili.

### LIKOLO: DAIMANI

#### Liluko-nyana: Misebezi ya butatubi mwa Likiliti za mwa Naha

Ku sileleza Daimani kwa ku sa leki swa isi ka mulao, ni hatisa musika wa Daimani.

#### Liluko-nyana: Misebezi ya butatubi mwa Windhoek

Ku hatisa ku ongiwa hande kwa pisinisi ya Daimani, ni ku bona kuli I kena mwa mifuta ya lipisinisi ye miñwi ye sheana-shelana ku kona ku taleleza kolo ya teni kwa zwelopili ya sifumu sa Naha Namibia.

### LILUKO: PATISISO YA MUBU MWA NAMIBIA

#### : Lituto za Sayansi ya Mubu

#### Liluko-nyana: Sifumu sa Mubu

Ku tatuba, ku biha ni ku zwiseza pili milafo ya Naha Namibia, ili ku kona ku hoha ba neuli ba masheleñi mwahali ni kwande a Naha, ku tiisa zwelopili.

#### Liluko-nyana: Bumanjinela ni zibo ya mubu ni silalanda

Ku fa lisebelezo za bu manjinela ni zibo ya mubu ni silalanda.

#### Liluko-nyana: Sibupeho sa mubu ni Ndu ya Litatubelo

Ku onga onga musebezi wa ku panga mapa ye supeza ze ipatile mwa mubu, ni ku tatuba mifuta ya mubu ye shutana shutana.

## **LILUKO: MAPA NI MAÑUSA A MUBU**

### **Liluko-nyana: Sibupeho sa mubu**

Ku fumana ni ku etelela mañusa a sibupeho sa mubu, ili ku kona ku a sebelisa kwa ku ñola ma Mapa, ili ao a kona kui tuiswa kwa ku bata milafo ni ku sileleza silalanda.

### **Liluko-nyana: Zibo ya Mubu**

Kufa mañusa a zibo ya mubu ni milafo, macwe, ni maata akuyepa mwa mubu, ze fumañwi mwa Naha Namibia.

### **Liluko-nyana: Sayansi ya Mubu mwa Likiliti**

Ku onga onga lipatisiso za mubu, ku Nola ma mapa a Likiliti ni ku sileleza maÑusa a mubu.

## **LILUKO: MIKOTI**

### **Liluko-nyana: Mifuta ya milafo ye silelelizwe ni lipatisiso za Baituti**

Ku ba ni maata fa ku lekisa mifuta ya milafo, ku tokomela misika ya milafo, ni ku babalela mañusa a milafo.

### **Liluko-nyana: Maata a mikoti ni ku zwiseza pili simbule**

Ku zamaisa likupo za maata a mikoti, ni ku tokomela lipatisiso ni ku yepa kwa milafo.

### **Liluko-nyana: Kamaiso ni silelezo ya Mikoti**

Ku hatisa ku zamaelela ni milao kwa makete ni silelezo ya Babeleki ba Mikoti.

### **Liluko-nyana: Mikoti ye Minyinyani**

Ku hatisa ni ku zamaisa simunuso milafo ye minyinyani mwa Naha Namibia.

## **LILUKO: KAMAISO YA LIKOLO**

### **Liluko-nyana: Kalulo ya Zibo ni Mañusa**

Ku fa zibo ya mañusa, ni kamaiso ya Zibo ya ma computer kwa Babeleki ba Likolo la Mikoti ni Maata.

### **Liluko-nyana: Silelezo ni Tokomelo ya bumaswe**

Ku fa silelezo kwa bumaswe bob u kona ku ze kona ku ezahala mwa hali ni fande a Likolo.

### **Liluko-nyana: Tuso ya lisebelezo ni ku buluka Mañusa mwa Likolo**

Ku fa tuso ni kemelo kwa kamaiso ya ma Ofisi, ku leka misebezi ye shutana-shutana kwa Likolo, Limbayambaya, Ku buluka mañusa a kale, Lituimelano mane cwalo ni ku buluka hande lisebeliso za Likolo.

### **Liluko-nyana: Kamaiso ya Masheleñi ni Babeleki**

#### **Neku: Masheleñi**

Ku sebelisa hande masheleñi a Likolo la Milafo ni Maata ka mo ku swanelela, ka ku sebelisa milao ye zamaisa ku belekisa kwa Masheleñi mwa Naha.

#### **Neku: kamaiso ya Babeleki ni Zwelopili**

Ku fa kamaiso ni tuso fa halimu a litaba za kmaisio ya Babeleki, ku tokomela kuituta kwa Babeleki ni zwelopili ya bona mwa hala Likolo, ni ku bona kuli milao ni litaelo za utiswisa ni ku latelewa hande.

### **Neku-nyana: Butatubwi bwa mwahala Likolo**

Ku tatuba ni ku tiiseza Tokomelo ya bumaswe mwa Likolo, kamaiso ya mwahala Likolo, mane cwalo ni mikwa ya ketelelo ya Muso.

### **Neku-nyana: Kuzibisa sicaba**

Ku ba mutano wa sicaba ni Likolo, Ba Mitende, Nyangela ni ba ba etelezi misebezi ye shelana-shelana.

## **2. BALEKI BA LUNA**

- Makampani a kwa mukunda a lekisa mailaiti a magesi
- Makampani a manyinyani ni batu feela ba ba lekisa mulilo wa magesi
- Kampani ya Namibia ya kwa mukunda ya malaiti a magesi (NamPower)
- Milonganyana
- Sicaba
- Makolo, Makampani a kwa Mukunda, ni Tutengo twa Likiliti
- Makampani a Oili
- Ba basweli mañolo a Oili
- Baneuli ba masheleñi
- Makampani a lipatisiso za Daimani mwa mubu
- Makampani a milafo ya Daimani
- Ba ba sweli Mañolo a Daimani
- Bahupuli ba sebeliso ya lilalanda
- Makampani a silelezo ya silalanda
- Baituti ba lipatisiso
- Mañolo simumubuso a milafo
- Balimi
- Tutengo twa Manaha
- Tutengo twa milafo-nyana
- Balekisi ba luna
- Babeleki ba Likolo

## **3. BUITAMO BWA LUNA KU MINA**

Buitamo bwa luna kwa baleki kapa ba amuheli ba lisebelezo za luna ki ku fa lisebelezo ze ipitezi, mi lu ka eza cwalo ka ku latelela ze tatama:

### **Buikalabelo**

Lu yema fa misebezi ya luna, ni ku ba ni buikalabelo ku ze lu eza, mi mu kona ku lu buza fa misebezi ya luna.

### **Kuikalabela**

Lu sebeza ka tata ku fa lisebelezo ze akalezwa kwa sicaba, ka buitamo ni sepezo ya luna.

### **Buikupuleli**

Lu na ni ku fumana tatululo kwa matata a lu atumezi ka ku sebelisa linzila ze nca, ni ku zwelapili ku eza cwalo ka nako ni nako.

### **Buitamo**

Lu tazeleza buitamo bwa luna ka mikwa ya luna ye supeza buiswalo, ku ba ni niti, ni buikalabeo.

### **Misebezi yekenile**

Lu ka peta misebezi ya luna ka kuba ba ba kenile ni ku otoloha, ni ku fa maNusa kwa sicaba ka nako ifi kambe ifi ha a lukisizwe.

## **4. BUITAMO BWA MISEBEZI YA LUNA/MIHATO**

### **LILUKO: MAATA**

- Ku bupa milao ye etelela simbule sa maata, ha ku tokwahala
- Ku tundulula ni ku ncafaza milao, ha ku tokwahala
- Kufa mulilo wa magesi kwa libaka za Muso mwa libaka za matakanyani ni libaka ze sika zwelela pili ahulu, ka silimo
- Ku tundulula bumaswe kwa silalanda bwa ma projekiti a maata mwa hala mazazi a lishumi ka a mane
- Ku tundulula mañolo a ku panga ni ku lekisa mulilo wa magesi, ni kufa kelezo ye tezi ku Likwambuyi wa Likolo mwa hala mazazi a lishumi ka a mane
- Ku bona kuli milao ye etelezi maata ya latelelwa ka nako kaufela
- Ku no fanga mañusa ku baba inzi mwa musebezi wa ku panga mulilo wa magesi ka nako kaufela
- Kuno hatisa zibahazo ya maata kwa sicaba ka nako ni nako
- Ku koleka, ku tatuba, ni ku zamaisa hande maNusa a maata ka nako kaufela
- Ku etelela lituto za patisiso ya maata ha ku tokwahala
- Ku fa lituto kwa sicaba ku ama maata, ha ku tokwahala

**Luka mi alaba ka Tel: +264 61 284-8305, E-mail: dde@mme.gov.na**

### **LILUKO: SIKWAMA SA MAATA**

- Ku koleka mashelēni a litifo za mulilo wa magesi ni Oili kweli iliñwi kasamulaho wa ku lekisa
- Kufa likoloti za mashelēni a likani kwa ma kampani alemelēlizwe mwah ala mazazi a mashumi a malalu kasamulaho wa ku nyatela tumelano ku ku kolotisa
- Ku fa lisebezezo, ni ku koleka tifo kasamulaho mwa hala mazazi a mashumi a malalu
- Ku lifa mashelēni a kutisezwanga Balekisi ba mulilo wa magesi ni Oili mwa hala mazazi a mashumi a malalu
- Kufa likoloti ku ba ba ipapatile mwa mulilo o kenile mwa hala mazazi a mashumi a malalu
- Ku koleka mashelēni a litifo za likoloti ka kweli ni kweli
- Ku tatuba mulilo o kenile o kalisizwe ku sebeliswa mwa hala silimo si li siñwi

**Luka mi alaba ka Tel: +264 61-284 8404, E-mail: nef@mme.gov.na, srf@mme.gov.na**

### **LILUKO: MULAFO WA OILI**

- Kufa mañolo aku lafa Oili mwa mezi, mwa hala likweli ze silezi
- Kufa Liñolo le li ngelezi, Kulafa ni ku lekisa, ni ku Yaha, ni Oili ye se sebelisizwe, mwa hala likweli ze silezi

- Ku bakanya ku tatubiwa kwa makete, buiketo, silelezo, ni silalanda, ku ama misebezi ya Oili, hane ka silimo
- Ku nyatisisa ni ku hatisa litifo za libyana ze zwela fa Oili mwa Naha ka bupala, ka kweli ni kweli
- Ku bupa ni ku tundulula milao ya Oili, ha ku tokwahala
- Ku zwelapili ku hatisa misebezi ya Oili ya Naha Namibia
- Ku onga onga lipatisiso za mubu ze ama ku bata Oili, ka silimo
- Ku tokomela ku latelela mulao kwa ma Kampani ana ni mañolo a Oili, musebezi o petwa hane ka silimo
- Ku etelela swalisano ya sicaba ku ama Oili, ha ku tokwahala

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## **LIKOLO: DAIMANI**

### **Liluko-nyana: Ma Ofisi a tatuba mwa Likiliti**

- Kufa Mañolo a lumelela ku kena ni ku sebeza mwa libaka ze silelelizwe, mwa hala mazazi a ketalizoho
- Ku kena mwa Lisepe ze lafa ni ku tatuba Daimani ka nako ifi Kamba ifi
- Ku tokomela ku lafa ni ku bata kwa Daimani ka nako kaufela
- Ku tatuba ku bulukwa, ku zamaisa kwa mubu o akalezwa kuba ni Daimani ka nako kaufela
- Kusileleza Daimani ka nako kaufela hainze i zamaiswa
- Kufa kelezozo ku ama silelezo ya Daimani ni misebezi ya Daimani, ha ku tokwahala,
- Ku tokomela ku shandaulwa ni ku tutiswa kwa lisebeliso za Daimani kwa makamba a mwa Naha mane cwalo ni makamba a kwande a Naha
- Ku sileleza mubu o kulubelwa kuba ni Daimani osa zwi mwa liwate, ka nako kaufela
- Ku ikambota ni bantu ba mwa pisinini ya Daimani, hane ka silimo
- Kufa Mañolo a lumelela Lisepe za ma Kampani ku lafa ni ku tatuba Daimani mwa hala mazazi a ketalizoho

**Luka mi alaba ka Tel: 063) 234 232 Oranjemund, (063) 203583 Lüderitz and (064) 4105800 Swakopmund, E-mail: ris@mme.gov.na**

### **Liluko-nyana: Ofisi ye tatuba mwa Windhoek**

- Kufa ma Mañolo a Daimani mwa hala mazazi a mabeli, haiba ma pampili a tokwahala kaufela a tisizwe ku luna
- Kufa ma Mañolo a Daimani mwa hala likweli ze talu
- Kufa Mañolo a Kimberley a ku kenisa Daimani mwa hala mazazi a malalu
- Ku tatuba sibaka sa Kampani ye kenisa daimani hane (4) ka silimo, kapa nako kaufela ha ku tokwahala,
- Ku tokomela ku zamaiswa, ku bulukwa ni ku babalelwa kwa Daimani ka nako kaufela,
- Ku tokomela ku aluhanywa, ku beya fa sikala, ku lekiwa ni ku babazwa kwa Daimani ka nako kaufela
- Ku tatuba ni ku nyatisisa Daimani ye kena ni kuzwa mwa Naha mwa hala mazazi a ketalizoho
- Kufa kelezozo kwa litaba ze ama ku babazwa ni ku silelezwa kwa Daimani ka nako kaufela

- Ku zwelapili ku hatisa kemelo ya Naha Namibia kwa musha wa “Kimberley Process Certification Scheme (KPCS) ni Katengo ka ba Lafi ba Daimani mwa Africa, Africa Diamond Producers Association (ADPA)
- Kuba ni mikopano ya sicaba hane (4) ka silimo

**Luka mi alaba ka Tel: +264 61 284-8320, E-mail: wis@mme.gov.na**

### **LIKOLO: PATISISO YA MUBU**

#### **LILUKO: ZIBO YA SAYANSI**

##### **Liluko-nyana: Bunjinela ni Mubu mwa Silalanda**

- Ku alabela kwa bumaswe bo bu kona ku tela mubu, mwa hala mazazi a lishumi ka a mane (14)
- Ku peta bu njinela bwa mubu, ka nako ye ku tokwahala kaufela,
- Ku no bihanga mañusa a mubu kwa Likolo ka nako kaufela, ni ku ñatafaza mañusa a mubu
- Kuno ezanga lipatisiso ni tokomelo ya mubu kwa milafo hainze i zwelapili, hane (4) ka silimi
- Ku tatuba buiketo ni sinyeho ya mubu kwa mikoti ye se i kwalile mi hape isi ka sebeziwa ku yona ku kutiseza mubu wa teni mwa mayemo a kale, ha beli (2) ka silimo
- Kufa Piho ka butungi ku ama tatubo ya mubu ni bumaswe bo bu kona ku sitatalisa mubu, mwa hala mazazi a mashumi a malalu (30)

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##### **Liluko-nyana: Sifumu sa mubu**

- Kuno fanga mañusa a sifumu sa mubu ka nako ni nako
- Kuno zwelapili ku eza lipatisiso ni kufa likelezo ku ama lipatisiso za milafo ka nako ni nako
- Kuno babaza lipulukelo za masheleñi mwa milafo ya Namibia ka nako ni nako
- Ku buluka hande ni ku sebelisa mañusa a lipatisiso za Milafo ni libuka za teni, ka nako ni nako

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##### **Liluko-nyana: Sibupeho sa Mubu ni Ndu ya Lipatisiso**

- Ku beya fa sikala mubu wa lipatisiso mwa hala mazazi a lishumi (10), kapa ha ku tokwahala
- Ku luba luba ahulu mubu wa lipatisiso mwa hala mazazi a lishumi (10)
- Ku pumaka macwe a mubu wa lipatisiso mwa hala mazazi a lishumi (10)
- Ku Shaina ni ku benyisa macwe mwa hala mazazi a lishumi (10)
- Ku bakanya hande liyemba ze bubebe mwa hala mazazi a lishumi ka a ketalizoho (15)
- Ku aluhanya mifuta ya lisipi mwa mubu mwa hala mazazi a lishumi (10),
- Ku sebelisa X-Ray Fluorescence Spectrometer (XRF) ku tatuba mubu mwa hala mazazi a lishumi (10)

- Ku sebelisa X-Ray Diffraction (XRD) ku ziba mufuta wa mubu mwa hala mazazi a lishumi (10)
- Kufa lisebelezo za ku tatuba Daimani ya niti ni ya ku i pangela mwa hala mazazi a lishumi (10)

**Luka mi alaba ka Tel: +264 61 284-8335, E-mail: [Geochem@mme.gov.na](mailto:Geochem@mme.gov.na)**

## **LILUKO: LIMAPA NI LISUPO ZA MUBU**

### **Liluko-nyana: Lisupo za Mubu**

- Ku fumana, ku zwiseza pili, ni ku toloka lisupo za mubu mwa mbyu-mbyulu ni mwa mubu, ha ku tokwahala
- Kufa mañusa a lisupo za mubu mwa mbyu-mbyulu ni mwa mubu, mwa hala mazazi a malalu (3)
- Ku zwelapili ku hatisa mañusa a lisupo za mubu ka nako kaufela
- Ku zwelapili ku tokomela ku pangahala kwa Zikinyeho
- Ku fa Piho ya Zikinyeho ha ku tokwahala
- Ku hatisa zibo ya Zikinyeho ha beli ka silimo
- Kufa Piho ya ku tiiya kwa Zikinyeho mwa hala liviki ze talu, kasamulaho wa ku ziba kuli Zikinyeho i akalezwa ku ezahala
- Kufa Piho ku ba Mitende mwa hala lizazi li li liñwi kasamulaho wa ku akaleza ku pangahala kwa Zikinyeho
- Ku onga onga lipatisiso za bucaziba bwa mubu ha ku tokwahala
- Ku zwelapili ku sileleza station sa ma Naha sa infrasound kwa ndalamiti ya nuclear

**Luka mi alaba ka Tel: +264 61 284-8146, E-mail: [geophysics@mme.gov.na](mailto:geophysics@mme.gov.na)**

### **Liluko-nyana: Sayansi ya Mubu mwa Likiliiti**

- Kufa mañusa a ma projekiti a lipatisiso mwa hala lilimo ze talu
- Ku tumusa ma Mapa a mubu, Piho, ni mañusa mwa hala mazazi a malalu (3)
- Ku zwelapili ku etelela ni ku babalela misebezi ya mubu ka ku sebelisa zibo ya GIS
- Ku hatisa ni ku toloka ma sinepu a satellite ku kona ku panga li mapa fateni, mwa hala mazazi a lishumi (10)
- Ku tatuba ma pampili a patalazwa mwa libuka za Baituti ku ama siyansi ya mubu, ni ma mapa, mwa hala mazazi a lishumi (10)
- Kufa kelezo ku ama lipatisiso za mubu ka nako kaufela

**Luka mi alaba ka Tel: +264 61 284-8398, E-mail: [drg@mme.gov.na](mailto:drg@mme.gov.na)**

### **Liluko-nyana: Mañusa a mubu**

- Ku zwelapili ku babalela ni kufa mañusa a sayansi ya mubu
- Ku zwelapili ku babalela Lifasi Mubu la Namibia ni mañusa a Lifasi lote "Earth Data Namibia and Universal Knowledge System (UKS)"
- Ku zwelapili ku fa mamela ni zibiso kwa sicaba ku ama maNusa a sayansi ya mubu ni mifuta ye miNwi
- Ku bona kuli maNusa a sayansi ya mubu a zamaelela ni milao ya Naha ni Manaha a maNwi ka nako kaufela



- Ku tusa Baituti ba Lipatisiso, Maluti ba Likolo ze Pahami, ni Maticele ku kona ku bona Macwe, Mifuta ya Mubu o shutana shutana o kolekilwe, ni maata akuyepa mwa mubu, ka kuituta ni ku luta, ha ku tokwahala
- Ku buluka ni ku sileleza likoleko za sayansi ya mubu ze swana sina macwe, Mifuta ya Mubu o shutana shutana, ni maata akuyepa mwa mubu, ka nako kaufela

**Luka mi alaba ka Tel: +264 61 284-8101, E-mail: geoinfo@mme.gov.na**

## **LIKOLO: MIKOTI**

### **Liluko-nyana: Milafo ye silelelizwe ni Buituti bwa Lipatisiso**

- Kufa Piho ya mañusa ye ama milafo ha beli (2) ka silimo
- Ku nyatisisa liteko za milafo ye lekiwa kuiswa kwande ya Naha, ka Mañolo a lumelela Balafi ku lekisa kwande ya Naha, ni kufa tumelelo mwah ala mazazi a mabeli, haiba mapampili a tokwahala kaufela a tambekilwe
- Ku eza lipalo za litifo ze zwa kwa ma Kampani a lafa mifuta mifuta ya libyana ku lifa Muso, mwa hala mazazi a mabeli
- Ku tatuba liputu putu za milafo, ha ku tokwahala
- Ku bona kuli milafo i lekiwa fa liteko ze swanela ka nako ni nako
- Ku tatuba litekiso za nako ye telele za uranium ni ku fana Litumelano, ni ku fa kelezo mwa hala mazazi a malalu (3)
- Ku batisisa liteko za milafo mwa Lifasi lote, ha ku tokwahala

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### **Liluko-nyana: Maata fahalimu a Milafo ni ku zwiseza pili simbule**

- Kufa Mañolo a bizwa, "Issue a Reconnaissance License, Exclusive Reconnaissance License, Exclusive Prospecting License and Mineral Deposit Retention License", mwa hala likweli ze ne (4)
- Ku tatuba maata fahalimu a milafo Liluko-nyana mwa hala mazazi a lishumi ka a mane (14)
- Kufa Mañolo a ku lafa mwa hala silimo si li siñwi
- Ku ñolisa likupo za ku kwalula Mikoti "Mining Claims" mwa hala mazazi a supile (7), haiba mapampili a tokwahala kaufela a tambekilwe
- Kufa Mañolo a "Non-Exclusive Prospecting License", mwa hala lizazi li li liñwi
- Kufa Mañolo a "HVM Permit", mwa hala mazazi a lishumi (10)
- Kufa Mañolo a "Export & Transport Permits", mwa hala mazazi a mabeli (2)
- Ku zwelapili ku tatuba ku zamaelela kwa mañolo a ku bata milafo ni ku lafa, hamoho cwalo ni likupo za ku kwalula Mikoti "Mining Claims"
- KPu bona kuli Lipiho za lipatisiso za milafo za patalazwa ku zamaelela ni mulao wa liatisiso za milafo "Minerals and Prospecting Act"
- Ku zwelapili ku ncafana ni ku mamela mañusa a milafo fa likepe
- Ku patalaza Mabizo a Makampani a na ni maata a milafo, ka nako ni nako, ni ku a beya fa likepe la mwa bupilo "website" ka kweli ni kweli

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### **Liluko-nyana: Misebezi ni Silelezo mwa Mikoti**

- Ku tatuba milafo hane (4) ka silimo, kapa ha ku tokwahala kaufela
- Kufa Mañolo a mulilo o tibula macwe kwa Mikoti/Milafo ye kwaluhile, ni ye mwa mubu, kasamulaho a mazazi a lishumi kuzwa fa ku amuhela tifo ya mañolo ao
- Ku tatuba ni ku nyatfisa Lisepe za Milafo ka silimo
- Kufa Mañolo a Babeleki mwa hala kweli iliñwi kasamulaho wa ku amuhela tifo ya teni
- Ku tatuba ni ku nyatela milelo ya Mikoti ka silimo
- Ku batisisa likozi za Mikoti/Milafo mwahala liholo ze 72 kasamulaho wa ku bihiwa kwa Batatubi ba Mikoti
- Ku tundulula Milao ya Makete ni Buiketo bwa Mikoti ha ku tokwahala

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### **Liluko-nyana: Mikoti ye minyinyani**

- Ku zwelapili kufa tuso kwa Milafo/Mikoti ye minyinyani
- Ku tatuba mifuta ya macwe ni ku fa lipiho mwa hala mazazi a mabeli (2)
- Ku zamaisa kuituta kwa Babeleki ba mwa Mikoti/Milafo ye minyinyani ka silimo
- Ku bapala kalulo ya ku susuweza Ba Mikoti/Milafo ye minyinyani kui papata mwa ku babaza Mikoti/Milafo ya bona ha ku bile ni liponiso kapa mikopano ye mituna, ha ku tokwahala kuli ku eziwe cwalo
- Kufa Mañusa a kulafa ka mulao ka nako ni nako
- Kufa tuso kwa ku fitiswa kwa linonge mwa hala likweili ze talu (3), ku bona feela kuli mulao wa latelelwa ka ze tokwahala
- Ku tusa ku etelela ku bupa Tutengo twa Milafo/Mikoti ye Minyinyani mwah ala kweli iliñwi
- Ku tusa kwa ku felisa mifumbo mwa hala Bañi ba mubu wa Mafamu ni Bañi ba Mikoti mwa hala likweli ze talu (3)

**Luka mi alaba ka Tel: +264 61 284-8258, E-mail: ssmd@mme.gov.na**

### **LIKOLO: KAMAIISO YA LIKOLO**

#### **Liluko-nyana: MAÑUSA**

- Kufa zibo ya bu caziba (IT hardware/software and network infrastructure) ka nako kaufela
- Ku alaba mwa hala mizuzu ye ketalizoho ku ama matata a kenezi lisipi/lisebeliso
- Ku cinca lisipi/lisebeliso ze shwile mwa hala mazazi a lishumi ka a mane (14)
- Ku alabela kwa lipiho za nonge ya lisipi/lisebeliso mwa hala lizazi li liliñwi
- Ku bona kuli mañusa a mwa ma computer a nulukwa hande ka zazi ni zazi
- Ku zwelapili ku bukeleza ni zamaisa hande lisebeliso za mañusa
- Kuzwelapili ku zamaisa ni ku tokomela misebezezo ye kopanyize misebezi kaufela,
- Ku bukeleza MaNolo a ICT license ka kuzamaelela ni ku feela kwa on aka silimo
- Ku bupa misebelisezo ye mituna ya ma computer mwa lilimo ze peli, mi ye minyinyani mwa silimo si li siñwi, ili ye tusa ku nolofaza misebezi ya Likolo
- Ku ncafaza misebezezo ya ma computer mwa Likolo mwa hala likweli ze talu (3)
- Kufa lituto za IT kwa Babeleki mwa misebezezo ya ma computer applications ye minca mwa hala likweli ze peli kuzwa fo i kaliselizwe kusebelisezwa, mwa hala kweli iliñwi kuzwa kupo ya ku luta Babeleki i amuhelwa

- Ku tusa ba ba inzi mwa ma Ofisi mwa Likiliti zeñwi mwa hala lizazi li li liñwi
- Ku amuhela misebelisezo ya ma applications mwa hala likweli ze peli, ni ku a cinca cinca mo kuñwi ku zamaelela ni mo ku tokwahalela mwa Likolo mwa hala kweli iliñwi, ni bona kuli mwa hala likweli ze ne (4) a hatiswa ku kala ku sebeliswa
- Ku zwelapili ku sileleza misebezi ya ma application systems mwa likolo

**Luka mi alaba ka Tel: +264 61 284-8135, E-mail: [it@mme.gov.na](mailto:it@mme.gov.na)**

### **Liluko-nyana: Buiketo ni Kamaiso ya Bumawe**

- Kuno tokomela mikwa ye bonahala bumawe mwa libaka za misebezi
- Ku swalisana ni Basilelezi ba kozo ba bañwi ka nako kaufela
- Ku bukeleza lisebeliso za Likolo ka nako kaufela
- Ku kalisa lipatisiso ku ama lipiho za silelezo ni bumawe mwa hala mazazi a mabeli kasamulaho wa ku bihiwa
- Kufa kelezo kwa silelezo ni silelezo ha ku tokwahala
- Ku tatuba bumawe bo bu kona ku ezahala, hañwi mwa lilimo ze peli (2), kapa ha ku tokwahala
- Ku onga onga ku tatuba silelezo mwa Likolo mwa hala mazazi a mabeli (2) kasamulaho wa kupo ye cwalo, kapa ha ku tokwahala
- Kufa temuso ya lituto za silelezo ni bumawe kwa Babeleki ha ku tokwahala
- Ku sileleza ni ku ni maata kwa makenelo a muyaho wa Likolo ka nako kaufela
- Ku bona kuli silelezo I zamaelela ni milao ya silelezo ya ma Naha a mañwi, ye swana sina milao ye hanisa kuzamaisa kapa ku kutapisa kwa masheleñi a masila, ni ku bubangoki bob u zwela fa mahelēñi a msaila, ka nako kaufela
- Ku alabela kwa mikwa ya putako mwa likolo mwa hala hola i liñwi
- Kufa ma Kadi a ku kena mwa Muyaho wa likolo kwa Babeleki mwa hala lizazi li li liñwi

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### **Liluko-nyana: Tuso ya lisebelezo ni puluko ya mañusa**

- Kufa tuso ya linzila, ni kufa mañolo a lumelela Babeleki ku kwaeza ni ku kwela mwa limota za Likolo mwa hala lizazi li li liñwi
- Ku yo koleka MaNolo a limbayambaya za Likolo kwa Ofisi ye bona za Limbayambaya mwa Naha (Natis), ni ku a beya mwa limota/limbayambaya za teni mwa hala mazazi a ketalizoho kasamulaho wa kweli ye a tazeleza nako ye a lumelezwi simubuso
- Ku alabela kwa ma card a petulu a limota za Likolo ni kufa Bakwaezi nombolo ya kunutu mwa hala lizazi li li liñwi
- Ku bona kuli kupo ya Babeleki ba bata ku sebelisa limbayambaya za Muso kuzwela Likolo la Misebezi ni Linzila i tatululwa mwa hala mazazi a mane (4), ku bona feela obona limbayambaya li teni
- Ku tatuba limbayambaya hali fiwa ku mukwaezi, ni fo mukwaezi a yo i kutisa,
- Kubona kuli ku sebeliswa kwa limbayambaya kwa ñolwa hande ni ku hatiswa ka zazi ni zazi
- Ku bona kuli litifo za misebezi ya mwa likolo i bakanwa ni ku lifiwa mwah ala mazazi a mabeli (2) kasamulaho wa ku amuhela kupo ya simubuso mwa Likolo

- Ku zamaisa ku keta kwa limembala za Katengo ka ka bona za ma Kampani a fa lisebezezo kwa Likolo, hañwi ka silimo, ni katengo ka ka tatuba misebezi ye tambekilwe ki Kampani a fa lisebezezo kwa Likolo, ha ku tokwahala
- Ku hatisa likupo mwa mitende ku bata bafi ba misebezi mwa hala mazazi a lishumi ka a mane (14) kasamulaho wa ku amuhela likupo ku zwela maluko
- Ku tatuba likupo za kufa misebezi kwa likolo kasamulaho wa mazazi a mashumi a malalu (30) a ku kwala kwa likupo
- Ku tatuba lisebeliso za Likolo ka silimo, kapa ha ku tokwahala kaufela
- Kuzamaisa hande ni kufa lisebeliso Babeleki ka zazi ni zazi
- Ku zwelapili ku ba ni makete mwa sibaka za musebezi
- Ku bona kuli misebezi ye minyinyani ye tokwa ku sikululwa i petiwa mwa hala lizazi li li liñwi, mi ye mituna ha i fiteleli mazazi a ketalizoho (5)

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### **Neku: Masheleñi**

- Ku panga, ku lukisa ni ku tokomela Musulo wa Likolo ka silimo
- Ku sebelisa hande Musulo a filwe kwa Likolo ka silimo
- Ku bakanya Piho ka kweli, likweli ze talu, ni ka silimo ku ama mo musulo wa Likolo u sebeliselizwe
- Ku bona kuli milao ya Muso ye etelezi ku sebeliswa kwa masheleñi ya "State Finance Act" ya latelelwa
- Ku lifa itiho ze tokwahala kwa Babeleki mwa hala mazazi a mabeli (2), obona feela kuli masheleñi a teni mwa sikwama sa Likolo
- Ku bona kuli ba fii ba misebezi kwa Likolo ba lifiwa mwa hala mazazi a mashumi a malalu (30), obona feela kuli masheleñi a teni mwa sikwama sa Likolo
- Ku lukisa Piho ya kamo masheleñi a sebelisizwe ka kweli, likweli ze talu, ni ka silimo,
- Ku bona kuli masheleñi a bezwi kwa tuko, mutelo, ni lififo zeNwi kaufela za yelela ka kweli
- Ku amuhela ni ku buluka hande masheleñi a lifilwe kwa Likolo ka zazi ni zazi, kufa piho ko a zwelela ni ku yo a buluka hande kwa Panka ka zazi ni zazi,
- Ku lukisa Piho ye alaba lipuzo za Mutatubi yo Mutuna mwa Naha ha ku bile ni lipuzo zeo ze taha ku Muñoli wa Likolo

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### **Neku: Kamaiso ya Babeleki ni zwelopili ya bona**

- Ku alabela kwa linonge za Babeleki onafu feela kapa mwa hala mazazi a malalu (3)
- Ku bona kuli lipula za misebezi ya butokwa li beiwa babeleki mwa hala likweli ze talu (3), mi lipula za babeleki besi ba butokwa li beiwa Babeleki mwa hala likweli ze supile (6)
- Ku no fanga temuso kwa mazazi a babeleki a ba swanesi kuya fa pumulo, ka kweli ni kweli
- Ku alabela kwa likupo za mazazi a ku pumula kapa ku ekeza mazazi a ku pumula, mwa hala mazazi a ketalizoho (5)
- Ku nyatitsisa kuli Babeleki ba ba sweli ku fiwa tuwelo ka kweli ka maniti luli ki Babeleki ba ba inzi fa musebezi, hañwi ka silimo

- Ku bona kuli likupo za litifo za Babeleki za lifiwa mwa hala lizazi li li liñwi kasamulaho wa ku fitiswa, obona mapampili kaufela a tokwahala ni ona a tambekilwe
- Ku alabela kwa linonge za Tifo ya Busupali (GIPF), silelezo ya matuku (Medical aid), ni silelezo ya Baima ni ku holofalela fa musebezi (Social security), mwa hala lizazi li li liñwi, obona mapampili a batahala kaufela tambekilwe
- Ku lukisa likupo za Babeleki ba ba tokwa tuso kwa ku leka Mandu (Homeowner's scheme for staff members (HOSSM)) mwa hala mazazi a malalu (3)
- Ku alabela kwa linonge za babeleki ba ba lobile mulao mwah ala kweli iliñwi kasamulaho wa ku pangahala
- Ku alabela kwa litongoko za Babaleki mwa hala mazazi a ketalizoho kasamulaho wa ku bihelwa
- Tu batisisa litokwahalo za ku ituta kwa Babeleki kasamulaho wa lilimo ze talu (3)
- Ku bupa milelo ya Babeleki sinca kasamulaho wa ku fita lilimo ze talu (3)
- Ku bupa milelo yak u ituta kwa mubeleki ni mubeleki hañwi ka silimo
- Ku alabela kwa likupo za kuituta kwa butokwa ni kuituta kusi kwa butokwa mwa hala mazazi a ketalizoho (5), kasamulaho wa Katengo ka ba Baituti ka ba ni mukopano
- Ku fana mañusa a kuituta ni ma Naha a manwi, mane cwalo ni tuto ze lifezwi kale, mwahala lizazi li li liñwi kasamulaho wa ku amuhela mañusa ao
- Ku bona kuli Babeleki ba zibiswa sibaka se ba ka sebeleza ku sona kasamulaho wa mazazi a ketalizoho kuzwa ba kena musebezi
- Ku etelela misebezi ya Katengo ka Baituti mwa Likolo ha ku tokwahala

**Luka mi alaba ka Tel: +264 61 284-8327, E-mail: [hrp@mme.gov.na](mailto:hrp@mme.gov.na)**

#### **NEKU-NYANA: LIKOLO KUI TATUBA LONA LIÑI**

- Ku tatuba ku tiya kwa misebelezo ya mwa hala Likolo, Muso ka sibili, ni bumaswe bob u kona tla misebelezo ya Likolo, hane (4) ka silimo
- Ku tatuba likelezo ze fwile kasamulaho wa musebezi wa ku tatuba o felile, kapa ne zi latelezwi, habeli (2) ka silimo
- Kufa likelezo kwa Bazamaisi mwah ala kweli kasamulaho wa ku tatuba misebezi
- Kufa Piho ya Butatubi kwa Katengo ka Butatubi, hane (4) ka silimo
- Ku nitifaza ku etelela kwa misebezi ni ku bona kuli bumaswe bwa tokomolohwa ka nako kaufela
- Ku latelela nonge ye fitisizwe mwa mazazi asa fititeleli a supile (7) kuzwa fo i bihezwi

**Luka mi alaba ka Tel: +264 61 284-8244, E-mail: [auditor@mme.gov.na](mailto:auditor@mme.gov.na)**

#### **NEKU-NYANA: KUZIBISA SICABA**

- Kufa mañusa a ama Likolo ka nako kaufeka
- Kuba Mubuleleli wa Likolo ha ku tokwahala
- Ku babaza mutomo ni misebelezo ya Likolo ka nako ni nako
- Ku onga onga ni ku lukisa misebezi ya simubuso ya Likolo ha ku tokwahala,
- Kufa mañusa a Likolo kwa sicaba ha ku tokwahala
- Ku fa memo ku ba Mitende mazazi a malalu kezo isi ka ezahala kale
- Kufa likalabo kwa sicaba ka ku sebelisa mikwa ya Mitende ye shelana-shelana mwah ala mazazi a malalu
- Ku tokomela mañusa a hatiswa mwa mitende a ama Likolo ka zazi ni zazi

- Ku beya mañusa a manca fa likepe la Likolo ni makepe amañwi a bupilo ka nako ni nako
- Kuno zwelapili ku babaza lisebelezo za Likolo ka nako ni nako

**Luka mi alaba ka Tel: +264 61 284-8325/8262, E-mail: info@mme.gov.na**

## 5. HA MU ATUMEZI MA OFISI A LUNA

### Ha mu lu lizeza fa Foni Lu ka:

- Alaba Foni ya luna isa fiteleli ku lila ha lala (3)
- Mi fonela ni ku mifa kalabo mwahala mazazi a mabeli, haiba lu sa koni ku mi alaba onafu feela

### Ha mu lu ñolela:

- Lu ka mi lemusa kuli lu amuhezi liñolo la mina mwahala mazazi a mabeli, ku mitolokela ka mo lusweli ku sebeleza taba ya mina, ni nako yeo lu ka mi fa kalabo ye tezi

### Ha mu taha kwa ma Ofisi a luna

- Lu ka alabela kwa nonge ya mina mwa hala mizuzu ye ketalizoho haiba ne mu lu lemusize pili mu sika taha kale
- Lu ka alaba lipuzo za mina ha mu inzi ni luna, ha lu sa koni, lu ka mi tolokela butata bwa luna, mi luka mi bulelela nako yeo lu ka kona ku mi fa kalabo
- Haiba ku tokwahala kuli mu yo fumana tuso ku sili, luna beñi lu ka ñolela kapa ku fonela kwateni, mi lu ka mifa liñusa leo ku mina, lu ka mi fa mabizo, keyala ni nombolo ya mutu ye mu swanezi ku yo buza

## 6. MAIKUTO A MINA KI A BUTOKWA

- Lu zwelapili ku itisa ku zwiseza pili misebezi ya luna. Kuli lu eze cwalo, luna ni ku ziba mifuta ya misebezi ye mu bata
- Lu sepisa kunga maikuto a mina kuba a butokwa ha lunze lu lela milao ya luna,
- Mu lu taluseze haiba ha mu sika tabiswa ki misebelezo ya luna
- Mu lufe maikuto a mina, ili kuli a kone ku lu tusa kwa ku zwiseza pili misebezi ya luna

## 7. SEO LU SI KUPA KU MINA

**Bunde bwa misebezi ye lu kona ku mifa bu itingile mo ku Nata, kungelela cwalo ni mañusa e mu lufa mina beñi ka sibili, hamoho cwalo ni swalisano ya mina. Ka cwalo lu mi kupa kuli:**

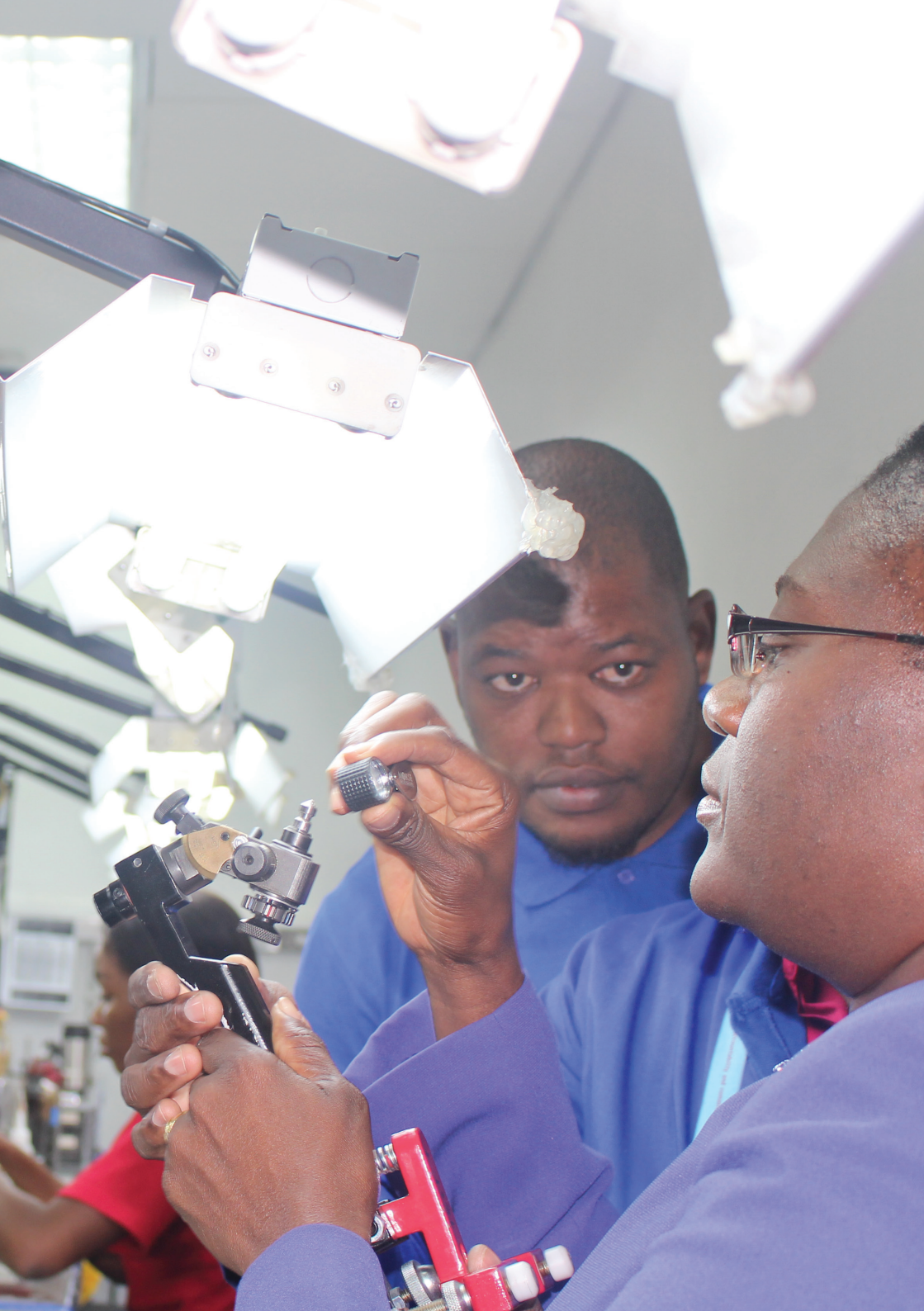
- Mube ni buniti, pilutelele ni buiswalo
- Mu lufe lipilaelo kapa mañusa a mina ka bu nako
- Mu zamaelele ni litokwahalo ni milao ya luna
- Mu fe Babeleki ba luna likuta le li swanela

**Ha mu ambola ni luna kapa ku lu Nolela, mu bone kuli mu lufa ze tatama:**

- Mabizo a mina a tezi
- Keyala / email address/ nombolo ya Foni / Fax,
- Mu toloke ka ku kenisa ku ama maikuto a mina kapa seo mu si kupa,
- Mubuluke nonge kapa kupo ya mina hande, ni ku ziba Mubeleki wa luna ya mi tusize kapa ya ambozi ni mina, ni nako mane cwalo ni lizazi le mu ambozi ni yena, ze kaufela lika tusa kuli misebezi ya luna ku mina ibe ye otolohile, ni ku lu bela bunolo kwa ku mi tusa hande

## **8. KU ALABELA KWA LIPUZO, LIKUPO, LINONGE NI LINYAZO ZA MINA**

*Ha muna ni maikuto, lipilaelo kapa kupo fa halimu a misebelezo ya Likolo la Hesu, mu lu swale ka ku sebelisa mikwa ye tatama: Phone: +264 61 284 8111, E-mail: [info@mme.gov.na](mailto:info@mme.gov.na), Website: [www.mme.gov.na](http://www.mme.gov.na) or Public Relations +264 61 284 8325/8262, E-mail: [info@mme.gov.na](mailto:info@mme.gov.na)*







MINISTRY OF MINES AND ENERGY

**SETSWANA**

## KITSO E

- E supa ditirelo tse re di neelang (Se re se dirang);
- E tthalosa gore batla thusong ba rona ke bo mang;
- E supa maitlamo a rona;
- E supa seemo sa ditirelo tse o ka di solofelang mo go rona ka dinako tsotlhe;
- E supa gore re tla dira eng fa o ka ikgolaganya le rona;
- E supa gore megopolo ya gago e botlhokwa;
- E supa se re se kopang mo go wena;
- E tthalosa gore o ka re neela jang kitso ka maitemogelo a gago, le ka fa o ka tsenyang ka teng ngongorego fa o sa itumelela ditirelo tsa rona.

## 1. SE RE SE DIRANG

### **BOKAEDI: KGOTETSO**

E netefatsa go bona kanamiso e e lekaneng ya kgotetso go tsweledisa ditlhabololo tsa itsholelon ya matshelo.

### **BOKAEDI: DITHUSO TSA KGOTETSO**

E lekanyetsa ditlhwatlhwa tsa lookwane le tshireletso ya kanamiso ya motlakase, le go neela dithuso tsa maranyane a motlakase wa marang a letsatsi go merafe.

### **BOKAEDI: MERERO YA LOOKWANE**

E netefatsa tshekatsheko, go ntsha, le kanamiso ya dilo tsa petroleum go sechaba, ka go obamela melao ya petroleum.

### **LEPHATA: MERERO YA TEEMANE**

#### **LEPHATA: DITIRELO TSA TLHATHOBO TSA KGAOLO**

E netefatsa tshireletso ya metswedi ya teemane mo ditiragalong tse di seng ka fa molaong, le go rotloetsa tshwaragano ya madirelo a teemane.

#### **LEPHATA: DITIRELO TSA WINDHOEK TSA TLHATHOBO**

Go rotloetsa tshwaragano le go katolosa madirelo a teemane, go nna le seabe mo itsholelong ya lefatshe.

#### **LEPHATA: TSHEKATSHEKO YA NAMIBIA YA DITSWA MMUNG**

#### **BOKAEDI: MARANYANE A A DIRISIWANG A DITSWA MMUNG**

#### **BOKAEDI: ITSHOLELO YA DITSWA MMUNG**

Go tlhotlhomisa, go bega le go rotloetsa bokgoni ja ditswa mmung tsa Namibia go kgathisa peeletso ya mo gae le ya mafatshe a sele.

#### **LEPHATA: DITSHIPI L E TSHEKATSHEKO YA TIKOLOGO**

Go neela ditirelo tsa engineering le tsa tikologo.

#### **LEPHATA: MARANYANE LE LABORATORI**

Go dira thulaganyo le tshekatsheko ya ditswa mmung tse di farologaneng.

## **BOKAEDI: THULAGANYO LE KITSO YA DITSWA MMUNG**

### **LEPHATA: MARANYANE A DITSWA MMUNG**

Go bona le go laola kitso ya tshekatsheko ya tikologo, thulaganyo le patlo ya ditswa mmung.

### **LEPHATA: KITSO YA DITSWA MMUNG**

Go anamisa kitso ya tikologo le go boloka ditswa mmung mo Namibia.

### **LEPHATA: MARANYANE A KGAOLO A DITSWA MMUNG**

Go dira dipatlisiso tsa tikologo, thulaganyo ya kgaolo, le go laola kitso ya tikologo.

### **LEPHATA: MEEPO**

### **LEPHATA: DITSWA MMUNG TSE DI LAOLWANG LE DIPATLISISO**

Go laola motsamao wa ditswa mmung, go tlhokomela tiron ya mhama wa ditswa mmung, le go laola dipalo tsa ditswa mmung.

### **LEPHATA: DITSHWANELO TSA DITSWA MMUNG LE TLHABOLOLO YA METSWEDI**

Go rulaganya ditshwanelo tsa dikopo tsa ditswa mmung, le go tlhokomela ditiragalo tsa tshekatsheko le moepo.

### **LEPHATA: PABALESEGO YA MOEPO LE DITSAMAIISO**

Go gatelela go obamela ditaelo tse di mabapi le badiri ba moepo le pabalesego.

### **LEPHATA: MEEPO E E POTLANA**

Go rotloetsa le go rulaganya ditikologo tsa meepo tse di golang mo Namibia.

## **BOKAEDI: DITIRELO TSA BOTSAMAIISI**

### **LEPHATA: MARANYANE A DIKITSISO**

Go neela ditirelo tsa ICT, go tlhokomela ditsamaiso le kgokagano ya maloko a badiri ba MME.

### **LEPHATA: TSHIRELETSO LE DITIRELO TSA MATSHOSETSI A BOTSAMAIISI**

Go neela ditirelo tsa tshireletso go tikologo e e mo teng le e e kwa ntle ya lefapha.

### **LEPHATA: DITIRELO TSA TLHOKOMELO LE REKOTE YA BOTSAMAIISI**

Go neela ditirelo tsa kemonokeng le botsamaisi mo paakanyong ya kantoro, thendara, dikoloi, direkote, konteraka, le tsamaiso ya polokelo.

### **LEPHATA: MADI LE TSAMAIISO YA TLHOKOMELO YA BADIRI**

### **LEPHATA: MADI**

Go tlhokomela tsamaiso ya madi mo MME go tsamaelana le melao le ditaelo tsa mmuso tsa madi.

### **LEPHATA: TSAMAIISO YA TLHOKOMELO YA BADIRI LE TLHABOLOLO**

Go neela kemonokeng ya botsamaisi le ditirelo tsa bogakolodi ka dikgang tse di amanang le human resource, go laola katiso le ditlhabololo mo lefapheng, le go

netefatsa gore melao le ditaelo di tlhologannwa sentle, di tseennwa mo tirisong le go obamelwa.

### **LEPHATA: TLHATLHOBO YA MO TENG**

Go sekaseka le go tokafatsa bothlaga mo risk managemanent ya lefapha, taolo ya mo teng, ditsamaiso.

### **LEPHATA: KANAMISO MAFOKO**

E dira jaaka kgokagano magareng ga lefapha, bobegadikgang, sechaba le bana le seabe.

## **2. BATLA THUSONG BA RONA**

- Baanamisi ba motlakase ba kgaolo
- Ba ba ikemetseng b aba ntshang motlakase
- Madirelo a Namibia a motlakase (NamPower)
- Bolaodi ja mo gae
- Sechaba ka kakaretso
- OMAs and RCs
- Dikompone tsa lookwane
- Ba ba nang le diteseletso tsa lookwane
- babeeleletsi
- Dikompone tsa tshekatsheko ya teemane
- Dikompone tsa moepo wa teemane
- Ba ba nang le diteseletso tsa teemane
- Barulaganyi ba tiriso ya ditsha
- Makalana a tikologo
- Badira dipatlisiso
- Ba ba nang le teseletso ya moepo
- Balemi barui
- Makgotla a bosechaba
- Dikoporase tse di potlana tsa moepo
- Baanamisi
- Maloko a badiri a MME

## **3. MAITLAMO A RONA GO WENA**

- Maitlamo a rona go batla thusong ba rona ke neelo e e tlhaga ya ditirelo.
- Re dira ditiro tsa rona ka mekgwa ya ditaelo tse di latelang:

### **Maikarabelo**

Re arabela ditiragalo tsa rona, re tsaya maikarabelo a maduo a rona, le gore re arabela dikgato tsa rona.

### **Go tsiboga**

Re dira bojotlhe go neela ditirelo tse di solofetsweng, go ya ka tiro le tsholofetso ya rona.

## **Bothhaga**

Re na le maikarabelo a go rarabolola mathata go tswa ka ditsela tse di sha tsa go akanya le go tswela ka go tokafala.

## **Seriti**

Re diragatsa tsholofetso ya tiro ya rona go tswa ka maitsholo a a supang nnete, maikarabelo le tshiamo.

## **Go dira dilo sentle**

Re tla dira ditiro tsa rona sentle kwa ntle ga go hitlha sepe le go abelana kitso fa e le teng

# **4. DITSHOLOFETSO TSA RONA TSA DITIRELO/SEEMO**

## **BOKAEDI: KGOTETSO**

- Go tla ka dithulaganyo tse di kaelang mhama wa kgotetso fa go tlhokega
- Go sekaseka le go tokafatsa dithulaganyo fa go tlhokega
- Go neela motlakase go maphata a magae le ditoropo ngwaga le ngwaga
- Go sekaseka seabe sa tikologo sa mananeo a kgotetso mo malatsing a le lesome le bone
- Go sekaseka mabaka a go ntsha le tseletso ya kanamiso, le go neela ditshwetso tsa bofelo go lefapha mo malatsing a tiro a le lesome le bone
- Go netefatsa go obamela dithulaganyo tsa tsamaiso ya kgotetso ka dinako tsothe
- Go tswela ka go neela kitso ka Electricity Supply Industry (ESI)
- Go tswela ka go tsibosa mo go mabapi le kgotetso
- Go kgobokanya, go sekaseka, le go laola kitso ya kgotetso ka nako tsothe
- Go rulaganya dipatlisiso tsa madirelo a kgotetso fa go tlhokega
- Go rulaganya katso le bana le seabe mo madirelong a kgotetso fa go tlhokega

**Re tla go tsibogela mo nomorong ya: +264 61 284-8305, E-mail: dde@mme.gov.na**

## **BOKAEDI: MADI A KGOTETSO**

- Go kgobokanya lekgetho la motlakase le petroleum mo kgweding morago ga thekiso
- Go neela madi a dikadimo go makalana a a letleletsweng mo malatsing a le masome a mararo a go letlelelwa
- Go duela dithuso tsa dithlwathlwa tsa lookwane le motlakase mo malatsing a le masome a mararo
- Go busa madi a dikadimo kgwedi le kgwedi le kgwedi
- Go sekaseka maranyane a a tlhomilweng a kgotetso mo dikgweding di le lesome le bobedi

**Re tla go tsibogela mo nomorong ya: +264 61-284 8404 E-mail: nef@mme.gov.na, srf@mme.gov.na**

## **BOKAEDI: MERERO YA LOOKWANE**

- Go neela diteseletso tsa lookwane mo dikgweding di le thataro
- Go neela diteseletso tsa marekisetso, le teseletso ya lookwane le le dirisitsweng mo dikgweding di le thataro
- Go dira tlhatlhobo mo kwatareng, ya botsogo, pabalesego, tshireletso, le tikologo ya ditiragalo tsa lookwane
- Go batlisa le go itsisi ditlhwatlhwa tsa petroleum mo lefatsheng ka kgwedi
- Go sekaseka ditlulaganyo le melao ya mhama wa petroleum fa go tlhokega
- Go tswelala ka go rotloetsa ditiragalo tsa Namibia tsa petroleum
- Go dira dipatlisiso tsa tikologo tse di mabapi le petroleum ka ngwaga
- Go tlhokomela go obamela teseletso ya petroleum mo kwatareng
- Go tshwara ditherisano tsa bana le seabe fa go tlhokega

**Re tla go tsibogela mo nomorong ya: +264 61-284 8212 E-mail: pa@mme.gov.na**

## **LEPHATA: MERERO YA DITEEMANE**

### **LEPHATA: DITIRELO TSA KGAOLO TSA TLHATHOBO**

- Go neela diteseletso tsa restricted area (RAP) mo malatsing a tiro a le matlhano
- Go dira tlhatlhobo ya dikepe tsa moepo ka nako tsothle
- Go tlhokomela tsamaiso ya moepo wa teemane ka nako tsothle.
- Go tlhokomela pabalesego le dipalanwa tsa teemane ka nako tsothle
- Go tlhokomela go isiwa ga diteemane ka nako tsothle
- Go neela kgakololo ka dikgang tse di amanang le tshireletso ya diteemane le madirelo fa go tlhokega
- Go tlhokomela go ntshiwa ga didirisiwa tsa moepo ka nako tsothle
- Go tshwara ditherisano le bana le seabe mo kwatareng
- Go neela clearance certificates go dikepe tse di dirang ditiragalo tsa moepo mo malatsing a le matlhano

**Re tla go tsibogela mo nomorong ya: 063) 234 232 Oranjemund, (063) 203583 Lüderitz le (064) 4105800 Swakopmund, E-mail: ris@mme.gov.na**

### **LEPHATA: DITIRELO TSA TLHATHOBO TSA WINDHOEK**

- Go neela diteseletso tsa teemane mo malatsing a le mabedi a tiro, go lebeletswa gore a dipampiri tsothle di neetswe
- Go neela diteseletso tsa teemane mo dikgweding di le tharo
- Go neela Kimberley Process certificates mo malatsing a le mararo a tiro
- Go dira tlhatlhobo ko mafelong a kgwebo mo kwatareng, kgotsa fa go tlhokega
- Go tlhokomela dipalanwa, polokelo, le tsamaiso ya diteemane ka nako tsothle
- Go netefatsa go isiwa le go tliwa ga diteemane mo malatsing a tiro a le matlhano.
- Go neela kgakololo ka dikgang tse di mabapi le thotloetso le tshireletso ya metswedi ya diteemane le madirelo ka nako tsothle
- Go tswelala ka go tsenya mo tirisong maitlamo a Namibia a Kimberley Process Certification Scheme (KPCS) and the Africa Diamond Producers Association (ADPA)
- Go tshwara ditherisano le bana le seabe mo kwatareng

**Re tla go tsibogela mo nomorong ya: +264 61 284-8320, E-mail: wis@mme.gov.na**

## **LEPHATA: TSHEKATSHEKO YA DITSWA MMUNG**

### **BOKAEDI: MARANYANE A A DIRISIWANG**

#### **LEPHATA: DITSHIPI LE TIKOLOGO YA DITSWA MMUNG**

- Go tsibogela dipego tsa ditiragalo tsa bodiphatsa ja tikologo mo malatsing a tiro a le lesome le bone
- Go dira thulaganyo ya engineering ya tikologo fa go tlhokega
- Go dira tlhokomelo ya tikologo ya ditsamaiso tsa moepo mo kwatareng
- Go sekaseka pabalsego le bodiphatsa ja mafelo a moepo gabedi mo ngwageng
- Go neela dipego tsa tshekatsheko ya tikologo le ditlhotlhomiso tsa bodiphatsa ja tikologo mo malatsing a le masome a mararo

**Re tla go tsibogela mo nomorong ya: +264 61 284-8114, E-mail: deeg@mme.gov.na**

#### **LEPHATA: ITSHOLELO YA DITSWA MMUNG**

- Go tswelela ka go neela kitso ya itsholelo ya tikologo
- Go tswelela ka dipatlisiso le kgakololo ya bokgoni ja ditiragalo tsa moepo
- Go rotloetsa peeletso ya ditswa mmung mo Namibia ka nako tsotlhe
- Go laola kitso ya tshekatsheko tsa ditswa mmung ka nako tsotlhe

**Re tla go tsibogela mo nomorong ya: +264 61 284-8343, E-mail: deg@mme.gov.na**

#### **LEPHATA: MARANYANE A DITSWA MMUNG LE LABORATORI**

- Go sekaseka dikai tsa tikologo mo malatsing a tiro a le lesome, kgotsa fa go tlhokega
- Go suga dilo tsa tikologo mo malatsing a tiro a le lesome a tiro
- Go kgaoganya matlapa le dikai tse di botlhokwa mo malatsing a tiro a le lesome.
- Go rethefatsa matlapa mo malatsing a tiro a le lesome
- Go kgaoganya ditswa mmung mo malatsing a tiro a le lesome
- Go sekaseka dikai tsa dikhemikhale ka X-Ray Fluorescence Spectrometer (XRF) mo malatsing a tiro a le lesome
- Go lemoga ditswa mmung ka X-Ray Diffraction (XRD) mo malatsing a tiro a le lesome
- Go neela ditirelo tsa tshekatsheko ya tikologo mo malatsing a tiro a le lesome

**Re tla go tsibogela mo nomorong ya: +264 61 284-8335,  
E-mail: Geochem@mme.gov.na**

### **BOKAEDI: THULAGANYO LE KITSO YA DITSWA MMUNG**

#### **LEPHATA: MARANYANE A DITSWA MMUNG**

- Go bona kitso ya ditiragalo tsa moepo fa go tlhokega
- Go neela kitso ya ditiragalo tsa moepo mo malatsing a tiro a le mararo
- Go rotloetsa kitso ya ditiragalo tsa moepo
- Go tlhokomela ditiragalo tsa thoromo ya lefatshe
- Go neela dipego tsa thoromo ya lefatshe fa go tlhokega
- Go tsiboga ka thoromo ya lefatshe gabedi mo ngwageng
- Go neela dipego tsa thoromo ya lefatshe mo dibekeng di le tharo thoromo ya lefatshe e sena go lemogiwa

- Go golola molaetsa wa dikgang wa thoromo ya lefatshe mo letsatsing morago ga thoromo ya lefatshe e sena go lemogiwa
- Go dira dipatlisiso tsa tikologo fa go tlhokega
- Go tswelela ka go tlhokomela ditiragalo tsa go thunya ga nuclear

**Re tla go tsibogela mo nomorong ya: +264 61 284-8146,  
E-mail: geophysics@mme.gov.na**

**LEPHATA: MARANYANE A KGAOLO A DITSWA MMUNG**

- Go ntsha kitso ya dipatlisiso ka mananeo mo dingwageng di le tharo
- Go neela thulaganyo ya tikologo, dipego le kitso mo malatsing a le mararo a tiro
- Go tswelela ka go rulaganya kitso ya tikologo ka tiriso ya maranyane a GIS
- Go rulaganya le go tlhalosa ditshwantsho tsa satellite tsa tiro ya moepo mo malatsing a tiro a le lesome
- Go baakanya dipampiri tsa tikologo ya moepo le dithulaganyo mo malatsing a le lesome a tiro
- Go neela kgakololo ya ditiragalo tsa moepo ka nako tsothle.

**Re tla go tsibogela mo nomorong ya: +264 61 284-8398, E-mail: drg@mme.gov.na**

**LEPHATA: KITSO YA DITSWA MMUNG**

- Go laola le go neela kitso ya ditiragalo tsa moepo
- Go tlhokomela kitso ya tikologo ya Namibia le Universal Knowledge System (UKS)
- Go tsibosa ka kitso ya tikologo le ditiragalo tsa moepo
- Go netefatsa gore kitso ya tikologo e obamela seemo sa sechaba le bosechaba
- Go thusa badira dipatlisiso go kgobokanya matlapa, le ditswa mmung go dira dipatlisiso
- Go boloka le go tlhokomela metswedi ya tikologo jaaka matlapa le ditswa mmung

**Re tla go tsibogela mo nomorong ya: +264 61 284-8101, E-mail: geoinfo@mme.gov.na**

**LEPHATA: MEEPO**

**LEPHATA: DITSWA MMUNG TSE DI LAOLWANG LE DIPATLISISO**

- Go neela dipego le kitso ya ditswa mmung gabedi mo ngwageng
- Go netefatsa dithlwathwa tsa ditswa mmung le go neela ditshwetso mo malatsing a le mabedi a tiro, go lebeleletse gore dithlokego tsothle di fitlheletse
- Go rulaganya dituelo tsa ditswa mmung mo malatsing a le mabedi a tiro
- Go neela diteseletso tsa ditswa mmung mo malatsing a le mabedi a tiro, go lebeleletse gore dithlokego tsothle di fitlheletse
- Go sekaseka diphasele tsa ditswa mmung fa go tlhokega
- Go netefatsa gore ditswa mmung di rekisiwa ka tlhwalhwa e e lekanetseng
- Go sekaseka thekiso ya uranium le dikonteraka, le go neela ditshwetso mo malatsing a tiro a le mararo
- Go sekaseka dithlwathwa tsa bosechaba tsa ditswa mmung fa go tlhokega

**Re tla go tsibogela mo nomorong ya: +264 61 284-8161, E-mail: cmmd@mme.gov.na**



### **LEPHATA: DITSHWANELO TSA DITSWA MMUNG LE TLHABOLOLO YA METSWEDI**

- Go neela teseletso ya go bona kitso ya ditswa mmung mo dikgweding di le nne
- Go neela teseletso ya moepo mo dikgweding di le lesome le bobedi
- Go kwadisa dipego tsa moepo mo malatsing a tiro a supa, go lebeleletse gore dipampiri tsothle tse di botlhokwa di neetswe
- Go neela teseletso ya Non-Exclusive Prospecting mo letsatsing le le lengwe la tiro
- Go neela teseletso ya HVM mo malatsing a le lesome a tiro
- Go neela diteseletso tsa go isa kwa ntle le dipalanwa mo malatsing a le mabedi a tiro
- Go tlhokomela go obamela diteseletso tsa moepo
- Go netefatsa gore dipego tsa moepo di neelwa go ya ka Minerals and Prospecting Act
- Go tswelela ka go itsisi le go laola ditsela tsa moepo
- Go gatisa le go itsisi palo ya ditshwanelo tsa moepo mo websaeteng kgwedi le kgwedi

**Re tla go tsibogela mo nomorong ya: +264 61 284-8290, E-mail: mrrd@mme.gov.na**

### **LEPHATA: PABALESEGO YA MEEPO LE DITSAMAISI**

- Go dira tlhatlhobo ya moepo mo kwatareng kgotsa fa go tlhokega
- Go neela diteseletso tsa go thuntsha mo ditsamaisong tsa moepo fa tuelo e sena go amogelwa mo malatsing a tiro a le lesome
- Go tlhatlhoba le go netefatsa kgatelelo ya dikepe ngwaga le ngwaga
- Go neela teseletso ya Accessory Works mo go amogeleng tuelo mo malatsing a le masome a mararo
- Go sekaseka le go letelele thulaganyo ya moepo ngwaga le ngwaga
- Go tlhotlhomisa dikotsi tsa moepo mo diourenng di le masome a supa le bobedi, morago ga itsisi batlhatlhoobi ba moepo
- Go neela ditshwetso ka pego ya tshekatsheko ya tikologo mo malatsing a le lesome le borataro a tiro
- Go sekaseka diteseletso tsa ditshwanelo tsa ditswa mmung mo malatsing a le lesome le bone a tiro
- Go sekaseka dithulaganyo tsa botsogo ja moepo le pabalesego fa go tlhokega

**Re tla go tsibogela mo nomorong ya: +264 61 284-8254, E-mail: msod@mme.gov.na**

### **LEPHATA: MEEPO E E POTLANA**

- Go tswelela ka go neela kemonokeng ya botekiniki go meepo e e potlana
- Go sekaseka dikai tsa matlapa le go neela dipego mo malatsing a tiro a le mabedi
- Go rulaganya go katisa meepo e e potlana ngwaga le ngwaga
- Go rulaganya seabe sa meepo e e potlana ko ditshupong le diputhego fa go tlhokega
- Go neela kitso ka ditlhokego tsa moepo tsa molao ka nako tsothle
- Go neela kemonokeng ya pegging of claims mo dikgweding di le thataro, go lebeleletse gore a ditlhokego di fitlheletse
- Go rulaganya kitso ya makgotla a meepo e e potlana mo sebakeng sa kgwedi
- Go lebeleletse gore o fitlhelela ditlhokego, o tshwanetse go rarabolola dikgothang

tsa ditsha/polasi magareng ga beng ba polasi le meepo mo dikgweding di le tharo

**Re tla go tsibogela mo nomorong ya: +264 61 284-8258, E-mail: [ssmd@mme.gov.na](mailto:ssmd@mme.gov.na)**

### **BOKAEDI: DITIRELO TSA BOTSAMAISI**

#### **LEPHATA: MARANYANE A DIKITSISO**

##### **Ka nako tsotlhe e neela IT hardware/software and network infrastructure**

- E tsiboga mo metsotsong e le metlhano ya go palelwa ga hardware
- E thusa go palelwa ga dintlha tsa hardware mo malatsing a tiro a le lesome le bone
- E itebaganya le dikopo le dipotso tsotlhe tsa ICT mo letsatsing le le lengwe la tiro.
- E neela kemonokeng ya kitso ya tlhatlhobo ya tikologo tsatsi le letsatsi
- E tlhokomela le go laola dikago tsa ICT
- E tlhokomela le go laola tiro ya kgokagano
- E tlhokomela le go laola diteseletso tsotlhe tsa ICT ngwaga le ngwaga go lebeletswe gore di fela leng
- E tla ka ditsamaiso tse ditona mo dingwageng di le pedi, le ditsamaiso tse dinnye mo ngwageng
- E tokafatsa ditsamaiso tsa mo teng mo dikgweding di le tharo
- E neela katso ya IT ya didirisiwa tse di sha go maloko a badiri mo dikgweding di le pedi
- E neela kemonokeng ya botekiniki go dikantoro tsa kgaolo mo letsatsing le le lengwe la tiro

**Re tla go tsibogela mo nomorong ya: +264 61 284-8135, E-mail: [it@mme.gov.na](mailto:it@mme.gov.na)**

### **LEPHATA: TSHIRELETSO LE DITIRELO TSA BOTSAMAISI**

- Go tlhokomela motsamao o o belaetsang mo tikologong ya kantoro.
- Go dirisana le makalana a mangwe a a gatelelang molao ka nako tsotlhe.
- Go tlhokomela dithoto tsa lefapha ka nako tsotlhe.
- Go simolola ditlhotlhomiso ka dikgang tse di begilweng mo malatsing a le mabedi.
- Go neela kgakololo ya tshireletso le ditirelo tsa tshireletso ka kakaretso fa go tlhokega.
- Go dira tshokatshoko ya bodiphatsa morago ga dingwaga di le pedi fa go tlhokega.
- Go tsibosa badiri ka tshireletso ngwaga le ngwaga, le fa go tlhokega.
- Go tlhokomela le go laola go tsena mo dikagong ka nako tsotlhe.
- Go netefatsa go obamela seemo sa bosehaba sa Anti-Money Laundering and Combating of Terrorism Financing Act.
- Go tsibogela seemo sa tshoganetso mo lefapheng mo sebakeng sa oura.
- Go neela badiri dikarata tsa go tsena mo kagong mo letsatsing le le lengwe la tiro.

**Re tla go tsibogela mo nomorong ya: +264 61 284-8435, E-mail: [fraud@mme.gov.na](mailto:fraud@mme.gov.na)**

### **LEPHATA: DITIRELO TSA TLHOKOMELO LE REKOTE YA BOTSAMAISI**

- Go neela dipalanwa le go letelela mesepele mo letsatsing le le lengwe
- Go kgobokanya le go anamisa licence disc mo malatsing a le matlhano a tiro morago ga kgwedi ya go wela
- Go thusa ka dingongorego tsa lookwane le go neela blue fuel pins tse di sha go bakgweetsi mo letsatsing
- Go netefatsa gore dikopo tsa dikoloi tsa mmuso di tsamaisiwa mo malatsing a le mane a tiro, go lebeleletse gore dikoloi di teng
- Go dira tlhatlhobo ya koloi pele le morago e neelwa
- Go rulaganya purchase order mo malatsing a le mabedi a tiro, mo go amogeleng Internal Requisition Form e e leteleletsweng
- Go rulaganya go tlhophiwa ga Procurement Committee, the Procurement Management Unit gangwefela mo ngwageng, le komiti e e sekasekang dithendara fa go tlhokega
- Go bapatsa dithendara mo malatsing a le lesome a bone a tiro, mo go amogeleng kopo go tswa mo baokameding ba mananeo
- Go sekaseka dithendara mo malatsing a le masome a mararo morago ga letsatsi la go tswalelwa
- Go dira stock-taking ngwaga le ngwaga kgotsa fa go tlhokega
- Go neela le go laola stock tsatsi le letsatsi
- Go diragatsa bophepa ja kantoro ka nako tsoitlhe
- Go dira dipaakanyo tse dinnye mo letsatsing le go dira dipaakanyo tse ditona mo malatsing a le matlhano a tiro
- Go rulaganya le go neela bajete ya MME pele ga letsatsi la bofelo

**Re tla go tsibogela mo nomorong ya: +264 61 284-8235,**

**E-mail: [auxiliary@mme.gov.na](mailto:auxiliary@mme.gov.na)**

#### **LEPHATA: MADI**

- Go baakanyetsa bajete ya lefapha ngwaga le ngwaga
- Go tlhokomela bajete ya lefapha ngwaga le ngwaga
- Go laola madi a ditshenyegelo ngwaga le ngwaga
- Go rulaganya dipego tsa bajete tsa kgwedi le kgwedi, kwatara le ngwaga le ngwaga
- Go netefatsa go obamela melao le ditaello tsa State Finance Act
- Go rulaganya ditshenyegelo tse di amanang le badiri le dituelo mo malatsing a tiro a le mabedi, go lebeleletse gore madi a teng
- Go rulaganya dituelo tsa baneedi ba ditirelo mo malatsing a le masome a mararo, go lebeleletse gore madi a teng

**Re tla go tsibogela mo nomorong ya: +264 61 284-8233, E-mail: [finance@mme.gov.na](mailto:finance@mme.gov.na)**

#### **LEPHATA: TSAMAISO YA TLHOKOMELO YA BADIRI LE TLHABOLOLO**

- Go thusa ka ditlhotlhomiso tsa badiri gone foo kgotsa mo malatsing a le mararo a tiro
- Go netefatsa gore diphatlha tiro di a tladiwa mo dikgweding di le tharo
- Go tsibogela kopo ya malatsi a boikhutso le go katolosiwa mo malatsing a tiro a le matlhano
- Go netefatsa dituelo tsa badiri ngwaga le ngwaga

- Go rulaganya employee benefit claims mo letsatsing le le lengwe la tiro, go lebeletswe gore dipampiri tsothle di neetswe
- Go rulaganya dikopo tsa medical aid, social security, le the Government Institution Pension Fund (GIPF) mo letsatsing le le lengwe la tiro, go lebeletswe gore dipampiri tse di maleba di neetswe
- Go rulaganya dikopo tsa homeowner's scheme for staff members (HOSSM) mo malatsing a le mararo a tiro
- Go rarabolola dikgang tsa go sa itshwara sentle mo sebakeng sa kgwedi
- Go rarabolola dingongorego mo malatsing a le matlhano a tiro
- Go tshwara Training Needs Analysis (TNA) morago ga dingwaga di le tharo
- Go tla ka Human Resource Development Plan morago ga dingwaga di le tharo
- Go tla ka khalendara ya katiso go tswa mo Personal Development Plans (PDP) ngwaga le ngwaga
- Go rulaganya ditiragalo tsa lefapha tsa katiso ya komiti fa go tlhokega

**Re tla go tsibogela mo nomorong ya: +264 61 284-8327, E-mail: hrp@mme.gov.na**

#### **LEPHATA: TSHEKATSHEKO YA MO TENG**

- Go dira tshekatsheko ya botlhaga, le botsamaisi mo kwatareng
- Go neela ditshwetso go botsamaisi go tswa ka dipego tsa tshekatsheko mo kgwedding
- Go neela dipego tsa tshekatsheko go komiti ya tshekatsheko mo kwatareng
- Go tlhlotlhomisa dikopo mo malatsing a supa a tiro

**Re tla go tsibogela mo nomorong ya: +264 61 284-8244, E-mail: auditor@mme.gov.na**

#### **LEPHATA: KANAMISO MAFOKO**

- Go anamisa kitso e e amanang le lefapha ka nako tsothle
- Go dira jaaka mmueledi wa lefapha fa go tlhokega
- Go rotloetsa tiro le ditsamaiso tsa lefapha
- Go rulaganyetsa ditiro tsa lefapha fa go tlhokega
- Go romela taletso ya bobegadikgang malatsi a le mararo pele ga tirelo
- Go tlhokomela dipego tsa bobegadikgang ka lefapha tsatsi le letsatsi
- Go tokafatsa websaete ya lefapha le ditsebe tsa social media ka nako tsothle
- Go rotloetsa ditirelo le mananeo a lefapha

**Re tla go tsibogela mo nomorong ya: +264 61 284-8325/8262, E-mail: info@mme.gov.na**

## **5. FA O IKGOLAGANYA LE RONA**

**Fa o re leletsa mogala**

**Re tla:**

- Araba mogala wa gago mo go le leng gararo ga one
- Busa mogala wa gago mo malatsing a le mabedi a tiro fa re sa kgone go go neela karabo ka bofelo

**Fa o re kwalela:**

- Re netefatsa seo mo malatsing a le mabedi a tiro, re tlhalosa ka fa re itebaganyang ka teng le kgang ya gago, le go go itsisi gore o ka solofela karabo leng.

**Fa o re etela:**

- Re tla go thusa mo metsotsong e le metlhano fa o rulagantse go kopana le rona
- Re tla araba dipotso ts agago fa o na le rona. Fa re sa kgone, re tla go itsisi gore ke ka go reng, le gore o ka solofela karabo leng
- Fa o batla go bua le mongwe, re tla go rulaganyetsa ka mogala kgotsa email, re go e romelela, le go neela leina, aterese, le dintlha tsa go ikgolaganya le motho yo o ka buang le ene

## 6. MEGOPOLO YA GAGO E BOTLHOKWA

- Re tswelela ka go batla go tokafatsa seemo sa rona. Go dira jalo, re tlhoka go itsi gore o batla ditirelo dife
- Re solofetsa go akanyetsa megopolo ya gago fa re tlhoma seemo sa rona sa ditirelo
- Re itsisi fa o sa itumelela ditirelo tsa rona
- Re bolelele dikakgelo tsa gago gore re tokafatse ditirelo tsa rona

## 7. SE RE SE KOPANG MO GO WENA

**Boleng ja rona ja ditirelo bo ikaegile ka dikgang di le mmalwa, go akarediwa seabe le tirisano mmogo e re e amogelang. Ka jalo re go kopa gore:**

- nne le nnete, boikobo le bopelo telele
- neele kitso e e tlhokegang ka nako go bokaedi
- Obamela melao e e teng, ditaelo le dithulaganyo; le go
- Tsaya badiri ka tloto e e tlhokegang

**Fa o tlhaeletsana le rona, re neele kitso e e latelang:**

- Maina a gago ka botlalo
- Aterese ya Poso/aterese ya email/nomoro ya mogala/nomoro ya fax
- Tlhalosa sentle matshwenyego a gago
- Go tokafatsa ditirelo tsa rona, baya rekote ya dikgang, motho yo o buang le ene, le letsatsi le nako ya tlhaeletsano

## 8. GO ITEBAGANYA LE DIKAKGELO LE DINGONGOREGO TSA GAGO

*Fa o na le kakgelo, mogopolo kgotsa kopo ka ditiragalo kgotsa ditirelo tsa lefapha, ikgolaganye le: Mogala +264 61 284 8111, E-mail: info@mme.gov.na, Website: www.mme.gov.na or Public Relations +264 61 284 8325/8262, E-mail: info@mme.gov.na*





MINISTRY OF MINES AND ENERGY

**AFRIKAANS**

# HIERDIE HANDVES

- Omskryf die diens wat ons lewer (Wat ons doen);
- Definieer wie ons kliënte is;
- Weerspieël ons toewyding;
- Stel standaarde van diens wat jy te alle tye van ons kan verwag;
- Meld wat ons sal doen as jy ons kontak;
- Stel dat jou siening tel;
- Dui aan wat ons van jou versoek;
- Verduidelik hoe om vir ons terugvoer te gee en hoe om 'n klag te maak, indien jy nie tevrede met ons diens is nie

## 1. WAT ONSDOEN

### **DIREKTORAAT: ENERGIE**

Verseker toegang tot voldoende en bekostigbare energievoorsiening, volhoubaar vir die land se sosio-ekonomiese ontwikkeling.

### **DIREKTORAAT : ENERGIE FONDSE**

Maak energiepryse gelyk vir brandstof- en elektrisiteits-voorsiening-sekerheid en voorsien gesubsidieerde finansiering vir sonkragtegnologieë aan gemeenskappe wat buite-netwerk-gebiede woon.

### **DIREKTORAAT : PETROLEUMSAKE**

Verseker die eksplorasië, produksie en verskaffing van petroleumprodukte aan die land wat aan petroleumlwette voldoen.

### **AFDELING: DIAMANTSACE**

#### **Afdeling: Streekinspeksie-dienste**

Verseker die beskerming van die diamant hulpbronne teen onwettige aktiwiteite en bevorder die integrasie van die diamantbedryf.

#### **Afdeling: Windhoek Inspeksiedienste**

Bevorder die integrasie en diversifikasie van die diamantbedryf in die res van die ekonomiese sektor om sy bydrae tot Namibië se sosio-ekonomiese ontwikkeling te maksimeer.

### **DEPARTEMENT: GEOLOGIESE OPNAME VAN NAMIBIË**

#### **DIREKTORAAT: TOEGEPASTE GEOWETENSAPPE**

#### **Afdeling: Ekonomiese Geologie**

Ondersoek, rapporteer en bevorder Namibië se mineraal-hulpbron-potensiaal om plaaslike en buitelandse beleggings te lok.

#### **Afdeling: Ingenieurswese en Omgewingsgeologie**

Verskaf ingenieurs- en omgewings-geologiese dienste.



**Afdeling: Geochemie en Laboratorium**

Voer basislyn geochemiese kartering uit en ontleed verskeie geologiese materiale.

**DIREKTORAAT: KARTERING EN GEO-INLIGTING****Afdeling: Geofisika**

Verkry en bestuur geofisiese data vir veldkartering, mineraal-eksplorasië, en omgewings-monitoring.

**Afdeling: Geo-inligting**

Versprei geologiese inligting en argief minerale, meteoriete en fossiele versamelings binne Namibië.

**Afdeling: Streek Geowetenskap**

Doen geologiese navorsing, streekkartering en bestuur geologiese inligting.

**DEPARTEMENT: MYNE****Afdeling: Beheerde Minerale en Navorsing**

Beheer die beweging van minerale, monitor die mynbousektor se prestasie, en bestuur mineraalstatistieke.

**Afdeling: Mineraalregte en Hulpbronontwikkeling**

Administreer minerale regte aansoeke en monitor eksplorasië en mynbou aktiwiteite.

**Afdeling: Mynveiligheid en -operasies**

Sien toe dat die regulasies wat verband hou met die mynwerkers se gesondheid en veiligheid handhaaf word.

**Afdeling: Kleinskaalse Mynbou**

Bevorder en formaliseer die Kleinskaalse Mynbou-subsektor in Namibië.

**DIREKTORAAT: ADMINISTRASIEDIENSTE****Afdeling: Inligtingstechnologie**

Verskaf IKT-dienste, Stelsel-administrasie en Netwerk aan MME-personeellede.

**Afdeling: Sekuriteit en Risikobestuur dienste**

Verskaf sekuriteitsdienste vir beide die ministerie se interne en eksterne omgewing.

**Afdeling: Hulpdienste en Rekordbestuur**

Verskaf ondersteuning en administratiewe dienste oor kantoorinstandhouding, verkryging, vloot-, rekords-, kontrak- en winkelbestuur.

**Afdeling: Finansies en Menslike Hulpbronnebestuur****Onderafdeling: Finansies**

Handhaaf omsigtige finansiële bestuur binne MME in ooreenstemming met wette en regulasies om staatsfinansies te beheer.

**Onderafdeling: Menslike Hulpbronnebestuur en -ontwikkeling**

Verskaf administratiewe ondersteuning en raadpleging oor kwessies wat verband hou met menslike hulpbronnebestuur, bestuur opleiding en ontwikkeling binne die

Ministerie, en verseker dat reëls en regulasies korrek verstaan, geïmplementeer en nagekom word.

#### **Afdeling: Interne Oudit**

Evalueer en verbeter die doeltreffendheid van die Ministerie se risikobestuur, interne beheermaatreëls en bestuursprosesse.

#### **Afdeling: Openbare Betrekkinge**

Dien as 'n skakel tussen die Ministerie, die media, die publiek en sy belanghebbendes.

## **2. ONS KLIËNTE**

- Streeks-elektrisiteits-verspreiders
- Onafhanklike Kragprodusente
- Namibië Krag Verskaffer (NamPower)
- Plaaslike owerhede
- Algemene publiek
- OMA's en RC's
- Oliemaatskappye
- Petroleumlisensiehouers
- Beleggers
- Diamant prospekteer maatskappye
- Diamantmynmaatskappye
- Diamantlisensiehouers
- Grondgebruikbeplanners
- Omgewingsagentskappe
- Navorsers
- Mynlisensiehouers
- Boere
- Internasionale organisasies
- Kleinskaalse mynwerkerskoöperasies
- Verskaffers
- MME-personeellede

## **3. ONS VERBINTENIS TOT JOU**

Ons verbintenis tot ons kliënte is die verskaffing van doeltreffendeid en doeltreffende dienste terwyl ons daarna streef om ons pligte volgens die volgende rigting-gewende waardes uit te voer:

#### **Verantwoordbaarheid**

Ons is verandwoordbaar vir ons aktiwiteite, neem verantwoordelikheid vir resultate en is verantwoordelik vir ons aksies.

#### **Responsiwiteit**

Ons loop die ekstra myl om die verwagte kliëntediens te lewer, volgens ons missie en belofte.

### **Innovasie**

Ons is verantwoordelik om probleme op te los deur nuwe denkwyse en deurlopende verbetering.

### **Integriteit**

Ons vervul die belofte van ons missie deur gedrag wat eerlikheid, verantwoordelikheid, en regverdigheid weerspieël.

### **Deursigtigheid**

Ons sal aktiwiteite deursigtig uitvoer en die inligting openlik deel wanneer dit gereadig beskikbaar is.

## **4. ONS DIENSBELOFTE/STANDAARDE: ENERGIE**

- Ontwikkel beleide vir die engiesektor as riglyne wanneer 'n behoefte ontstaan
- Hersien en skep beleide wanneer die behoefte ontstaan
- Voorsien jaarliks elektrisiteit aan landelike en buitestedelike openbare instellings
- Hersien Omgewingsimpakbepaling vir energieprojekte binne 14 werksdae
- Hersien generasie- en verspreidings-lisensie-voorwaardes en verskaf finale aanbevelings aan die Minister binne 14 werksdae
- Verseker te alle tye voldoening aan energieregulerende raamwerke
- Verskaf deurlopend inligting oor die elektrisiteits-voorsieningsbedryf (ESI)
- Skep voortdurend energieverwante bewusheid
- Versamel, ontleed en bestuur te alle tye energiedata
- Koördineer energiebedryfnavoring wanneer die behoefte ontstaan
- Fasiliteer opleiding aan belanghebbendes in die energiebedryf wanneer die behoefte ontstaan

**Ons sal jou antwoord op Tel: +264 61 284-8305, E-pos: dde@mme.gov.na**

### **DIREKTORAAT: ENERGIE FONDSE**

- Versamel heffings op elektrisiteit en petroleumprodukte binne een maand na verkope
- Reik sagte lenings uit aan goedgekeurde agentskappe binne 30 dae na goedkeuring
- Betaal onderverhalings en eis oorverhalings binne 30 dae
- Betaal brandstof- en elektrisiteitsprys-subsidie binne 30 dae
- Finansier gesubsidieerde lenings vir hernubare energie-tegnologie binne 30 dae
- Herwin lenings elke maand
- Inspekteer geïnstalleerde hernubare energie-tegnologie binne 12 maande

**Ons sal jou antwoord op Tel: +264 61-284 8404, E-pos: nef@mme.gov.na, srf@mme.gov.na**

### **DIREKTORAAT : PETROLEUMSAKE**

- Reik stroomop petroleum-lisensies binne ses maande uit
- Reik 'n groothandellisensie, kleinhandellisensie, verbruikers-installasie-sertifikaat uit, en gebruikte Olie Permit binne ses maande

- Voer kwartaalike gesondheid-, veiligheid-, sekuriteit- en omgewings-inspeksies uit van petroleum-aktiwiteite
- Bepaal en maak maandeliks die pryse van beheerde petroleum-produkte landwyd bekend
- Formuleer en hersien beleid en wetgewing vir petroleum-sektore wanneer dit nodig is
- Bevorder voortdurend Namibië se petroleumaktiwiteite.
- Doen geologiese en geofisiese navorsing wat verband hou met petroleumeksplorasië jaarliks
- Monitor nakoming van petroleum-lisensiehouers kwartaaliks
- Voer gesprekke met belanghebbendes betrokke wanneer die behoefte ontstaan

**Ons sal jou antwoord op Tel: +264 61-284 8212, E-pos: pa@mme.gov.na**

## **AFDELING: DIAMANTSAKE**

### **Afdeling: Streekinspeksiedienste**

- Reik beperkte gebiedpermitte (RAP) binne vyf werksdae uit
- Doen te alle tye aan boord inspeksies van prospekter- en mynvaartuie
- Moniteer te alle tye diamantmynprosesse en prospekterbedrywighede
- Monitor die hantering, veilige bewaring en vervoer van diamantdraende gruis ten alle tye
- Begelei vervoer van diamante te alle tye
- Gee advies oor sake wat verband hou met die sekuriteit van diamante en die bedryf wanneer nodig
- Moniteer die affakeling en verwydering van myntoerusting by plaaslike en buitelandse hawens ten alle tye
- Seël gruis wat te alle tye aan wal en binne-hawens herwin word
- Voer gesprekke kwartaaliks met belanghebbendes
- Reik klaringseffekte aan diamantmyn- en eksplorasievaartuie binne vyf werksdae uit.

**Ons sal jou antwoord by Tel: (063) 234 232 Oranjemund, (063) 203583 Lüderitz en (064) 4105800 Swakopmund, E-pos: ris@mme.gov.na**

### **Afdeling: Windhoek Inspeksiedienste**

- Reik diamantpermitte binne twee werksdae uit, verskaf op die voorwaarde dat alle relevante dokumente ingedien word
- Reik diamantlisensies binne drie maande uit
- Reik Kimberley-proses-seffekte binne drie werksdae uit
- Doen kwartaaliks inspeksies by vervaardigers en handelshuse of wanneer die behoefte ontstaan
- Monitor vervoer, berging en hantering van diamante te alle tye
- Moniteer te alle tye diamantsortering, waardering, verkope en bemarkingsprosesse
- Verifieer en bekragtig die invoer/uitvoer van diamante binne vyf werksdae
- Gee advies oor aangeleenthede wat verband hou met die bevordering en beskerming van diamant hulpbronne en industrie te alle tye.

- Implementeer deurlopend Namibië se verpligtinge teenoor die Kimberley-proses Sertifiseringskema (KPCS) en die Africa Diamond Producers Association (ADPA)
- Voer kwartaaliks gesprekke met belanghebbendes

**Ons sal jou antwoord op Tel: +264 61 284-8320, E-pos: wis@mme.gov.na**

**DEPARTEMENT: GEOLOGIESE OPNAME  
DIREKTORAAT: TOEGEPASTE GEWETENSKAPPE**

**Afdeling: Ingenieurswese en Omgewingsgeologie**

- Reageer binne 14 werksdae op geologiese gevaarvoorvalverslae
- Voer ingenieurs-geologiese kartering uit wanneer die behoefte ontstaan
- Voltooi en onderhou die departement se geo-tegniese databasis deurlopend
- Onderneem kwartaaliks geo-omgewingsmonitering vir mynbedrywighede. Evalueer die veiligheids- en besoedelingsrisiko's van ou onge-rehabiliteerde myn-terreine twee keer per jaar
- Verskaf gedetailleerde verslae oor geo-omgewings-beoordelings en ondersoeke van geologiese gevare binne 30 dae

**Ons sal jou antwoord op Tel: +264 61 284-8114, E-pos: deeg@mme.gov.na**

**Afdeling: Ekonomiese Geologie**

- Verskaf deurlopend ekonomiese geologiese data en inligting
- Doen deurlopend navorsing oor en adviseer oor mineraal-eksplorasië-potensiaal
- Bevorder te alle tye mineraal-beleggings in Namibië
- Bestuur mineraaleksplorasiedata en monster-argiewe te alle tye

**Ons sal jou antwoord op Tel: +264 61 284-8343, E-pos: deg@mme.gov.na**

**Afdeling: Geochemie en Laboratorium**

- Weeg geologiese monsters binne 10 werksdae of wanneer die behoefte ontstaan
- Verpletter en verpulver geologiese materiaal binne 10 werksdae
- Sny klippe en kern-monsters binne 10 werksdae
- Poets rotsblaaië binne 10 werksdae
- Berei dun stukke afdelings binne 15 werksdae
- Voer swaar mineraal-skeiding binne 10 werksdae uit
- Ontleed geochemiese monsters met X-straal-fluoresensie-spektrometer (XRF) binne 10 werksdae
- Identifiseer minerale met X-straaldiffraksie (XRD) binne 10 werksdae
- Verskaf gemologiese dienste binne 10 werksdae

**Ons sal jou antwoord op Tel: +264 61 284-8335, E-pos: Geochem@mme.gov.na**

**DIREKTORAAT: KARTERING EN GEO-INLIGTING**

**Afdeling: Geofisika**

- Verkry, verwerk en interpreteer grond- en luggeografiese data wanneer nodig
- Verskaf lug- en grondgeofisiese data binne drie werksdae
- Bevorder geofisiese data en inligting deurlopend

- Monitor aardbewing voortdurend
- Verskaf aardbewingverslae wanneer die behoefte ontstaan
- Skep tweejaarliks aardbewingbewustheid
- Verskaf aardbewing intensiteit verslae binne drie weke na aardbewing opsporing
- Reik aardbewing mediavystelling uit binne 'n dag nadat 'n aardbewing bespeur is
- Voer geowetenskaplike navorsing uit wanneer die behoefte ontstaan
- Bestuur die internasionale infraklankstasie deurlopend vir kernontploffings

**Ons sal jou antwoord op Tel: +264 61 284-8146, E-pos: geophysics@mme.gov.na**

#### **Afdeling: Streek Geowetenskap**

- Produseer navorsingsdata oor karteringprojekte binne drie jaar
- Verskaf geologiese kaarte, verslae en datastelle binne drie werksdae
- Administreer die geologiese databasis deurlopend deur GIS-tegnologie te gebruik
- Verwerk en interpreteer satellietbeelde vir kaartproduksie binne 10 werksdae
- Wysig geo-wetenskaplike referate en kaarte binne 10 werksdae
- Verskaf te alle tye geowetenskaplike advies

**Ons sal jou antwoord op Tel: +264 61 284-8398, E-pos: drg@mme.gov.na**

#### **Afdeling: Geo-inligting**

- Bestuur deurlopend en verskaf geowetenskap inligting
- Onderhou voortdurend die Earth Data Namibia en Universal Knowledge System (UKS) databasisse
- Skep voortdurend bewustheid van geowetenskapdata, inligting en aarde wetenskap produkte
- Verseker dat geowetenskap inligting voldoen aan nasionale en internasionale standaarde te alle tye
- Help navorsers, dosente en onderwysers met toegang tot versamelings rotse, minerale, meteoriete en fossiele vir navorsing en opvoedkundige doeleindes wanneer die behoefte ontstaan
- Stoor en bestuur versamelings van geowetenskaphulpbronne soos gesteentes, minerale, meteoriete en fossiele te alle tye

**Ons sal jou antwoord op Tel: +264 61 284-8101, E-pos: geoinfo@mme.gov.na**

### **AFDELING: MYNE**

#### **Afdeling: Beheerde Minerale en Navorsing**

- Verskaf tweejaarliks statistiese verslae en inligting oor minerale
- Bekragtig mineraalpryse op uitvoerpermit-aansoeke en verskaf aanbevelings binne twee werksdae, mits aan alle vereistes voldoen word
- Bereken minerale tantieme binne twee werksdae
- Inspekteer mineraalpakkies wanneer die behoefte ontstaan
- Maak seker dat minerale te alle tye teen 'n billike prys verhandel word

- Evalueer uraan langtermyn verkoops- en ruilkontrakte en verskaf aanbevelings binne drie werksdae
- Doen navorsing oor internasionale mineraalpryse wanneer die behoefte ontstaan

**Ons sal jou antwoord op Tel: +264 61 284-8161, E-pos: [cmmmd@mme.gov.na](mailto:cmmmd@mme.gov.na)**

**Afdeling: Mineraalregte en Hulpbronontwikkeling**

- Reik 'n verkenningslisensie uit, eksklusiewe verkenningslisensie, eksklusief Prospekteerlisensie en Mineraaldeposito-behoudlisensie binne vier maande
- Evalueer mineraalregtelisensies binne 14 werksdae
- Reik 'n mynlisensie binne 12 maande uit
- Registreer myneise binne sewe werksdae, mits al die vereiste dokumente ingedien word
- Reik 'n nie-eksklusiewe prospekteerlisensie binne een werksdag uit
- Reik 'n HVM-permit binne 10 werksdae uit
- Reik uitvoer- en vervoerpermitte binne twee werksdae uit
- Moniteer deurlopend voldoening aan eksplorasi- en mynlisensies asook mynbou-eise
- Verseker dat eksplorasieverlae ingedien word volgens die Minerale en Prospektering daad
- Pas die mynportaal voortdurend aan en bestuur dit
- Publiseer die bygewerkte mineraalregtelys maandeliks op die webwerf

**Ons sal jou antwoord op Tel: +264 61 284-8290, E-pos: [mrrd@mme.gov.na](mailto:mrrd@mme.gov.na)**

**Afdeling: Mynveiligheid en -operasies**

- Doen myninspeksies elke kwartaal of wanneer die behoefte ontstaan
- Reik skietwerk-sertifikate uit vir oopgroef- en ondergrondse mynbedrywighede by ontvangs van betaling binne 10 werksdae
- Toets en sertifiseer drukvate jaarliks
- Reik Toebehore Werkpermit uit by ontvangs van betaling binne 30 werksdae
- Evalueer en keur mynplanne jaarliks goed
- Ondersoek mynongelukke binne 72 uur nadat myninspekteurs ingelig is
- Hersien myngesondheid- en veiligheidsregulasies wanneer die behoefte ontstaan

**Ons sal jou antwoord op Tel: +264 61 284-8254, E-pos: [msod@mme.gov.na](mailto:msod@mme.gov.na)**

**Afdeling: Kleinskaalse Mynbou**

- Verskaf deurlopend tegniese ondersteuningsdienste aan kleinskaalse mynwerkers
- Ontleed rotsmonsters en verskaf verslae daarvan binne twee werksdae
- Koördineer jaarliks opleiding vir kleinskaalse mynwerkers
- Fasiliteer deelname van kleinskaalse mynwerkers by uitstallings en konferensies wanneer die behoefte ontstaan
- Verskaf te alle tye inligting oor mynbouwetlike vereistes
- Verskaf ondersteuning met die vaslegging van eise binne drie maande, mits aan vereistes voldoen word
- Fasiliteer die stigting van kleinskaalse mynbouverenigings en -koöperasies binne een maand

- Los grond-/plaastoegangsgeskille tussen plaaseienaars en mynwerkers binne drie maande op.

**Ons sal jou antwoord op Tel: +264 61 284-8258, E-pos: [ssmd@mme.gov.na](mailto:ssmd@mme.gov.na)**

## **DIREKTORAAT: ADMINISTRASIEDIENSTE**

### **Afdeling: Inligtingstegnologie**

- Voorsien te alle tye voldoende IT hardeware/sagteware en netwerkinfrastruktuur
- Reageer binne vyf minute op hardeware mislukking
- Vervang mislukte hardeware komponente binne 14 werksdae
- Hanteer alle IKT-versoeke en -navrae binne een werksdag
- Rugsteun data vir die produksie- en toetsomgewing daaglik
- Bestuur en onderhou IKT-infrastruktuur deurlopend
- Bestuur en monitor netwerkprestasie deurlopend
- Bestuur alle IKT-lisensies jaarliks wat op die vervaldatum gebaseer is
- Ontwikkel hoofstelsels binne twee jaar en minderjarige stelsels binne 'n jaar
- Dateer interne stelsels binne drie maande op
- Verskaf IT-opleiding aan personeellede oor nuwe toepassings binne twee maande vanaf die implementeringsdatum en versoek opleiding binne een maand
- Verskaf tegniese ondersteuning op afstand aan streekkantore binne een werksdag
- Verkry binne twee maande, pas binne een maand aan en implementeer aansoeke binne vier maande
- Onderhou toepassingstelsels deurlopend

**Ons sal reageer op Tel: +264 61 284-8135, E-pos: [it@mme.gov.na](mailto:it@mme.gov.na)**

### **Afdeling: Sekuriteit en Risikobestuur dienste**

- Monitor voortdurend verdagte bewegings rondom die kantoor
- Skakel te alle tye met ander wetstoepassingsagentskappe
- Beveilig te alle tye die bediening se groepbates
- Begin ondersoeke oor gerapporteerde sekuriteit- en risiko-aangeleenthede binne twee dae
- Verskaf veiligheidsadvies en algemene sekuriteitsdienste wanneer die behoefte ontstaan
- Doen risikobepaling na elke twee jaar of wanneer die behoefte ontstaan
- Koördineer die ondersoek/van sekuriteitsklaringsproses in die ministerie binne tweewerksdae op aanvraag
- Verskaf sekuriteit en risikobewustheid onder die ministerie se personeellede wanneer die behoefte ontstaan
- Bestuur en beheer te alle tye toegang tot die geboue
- Verseker voldoening aan internasionale standaarde wat verband hou met Teen-geldwassery en Wet op die Bekamping van Terrorismefinansiering te alle tye
- Reageer op noodgevallen in die Ministerie binne 'n uur
- Reik personeeltoegangskarte binne een werksdag uit

**Ons sal jou antwoord op Tel: +264 61 284-8435, E-pos: [fraud@mme.gov.na](mailto:fraud@mme.gov.na)**



## **Afdeling: Hulpdienste en Rekordbestuur**

- Verskaf vervoer en reik toestemming om te reis binne een dag uit
- Versamel en versprei lisensieskyf binne vyf werksdae na die verstrykende maand
- Gee aandag aan alle bloubrandstofnavrae en verskaf binne 'n dag nuwe blou brandstofpennetjies aan die bestuurders
- Verseker dat swembadvoertuigaansoeke vir die staatsmotorhuis en ministeriële swembad binne vier werksdae verwerk word, mits voertuie beskikbaar is
- Voer voertuiginspeksies uit voor en na oorhandiging
- Verseker dat registerkorrespondensies daaglik ge-pos, gesorteer en afgelewer word
- Verwerk aankoopbestelling binne twee werksdae na ontvangs van die goedgekeurde Interne Rekvisisievorm
- Koördineer die aanstelling van die Verkrygingskomitee, die Verkryging Bestuurseenheid een keer per jaar, en die Bodevalueringskomitee wanneer nodig
- Adverteer bod binne 14 werksdae na ontvangs van die versoek van die projekbestuurders
- Evalueer bod binne 30 dae na die sluitingsdatum.
- Doen algemene voorraadopname jaarliks of wanneer die behoefte ontstaan
- Reik daaglik voorraad uit en beheer dit
- Handhaaf deurlopend kantoorhigiëne
- Gee aandag aan geringe instandhouding binne 'n dag en aansienlike instandhouding binne vyf werksdae

**Ons sal jou antwoord op Tel: +264 61 284-8235, E-pos: [auxiliary@mme.gov.na](mailto:auxiliary@mme.gov.na)**

## **Onderafdeling: Finansies**

- Stel die ministeriële begroting jaarliks op en monitor
- Beheer uitgawes rakende beskikbare fondse jaarliks
- Stel maandelikse, kwartaallikse en jaarlikse verslae oor begrotingsuitvoering op
- Verseker nakoming van wette en regulasies wat die Wet op Staatsfinansies beheer
- Verwerk personeelverwante uitgawes en toelaes binne twee werksdae, mits fondse beskikbaar is
- Verwerk verskafferbetalings binne 30 dae, mits fondse beskikbaar is
- Stel finansiële verslae maandeliks, kwartaalliks en jaarliks op
- Rekonsilieer maandeliks afwagtings-, belasting- en uitgawerekeninge
- Versamel, bewaar, bank, en rapporteer verskillende bronne van inkomste wat daaglik deur die Ministerie ingesamel word
- Stel 'n verslag saam aan die ouditeur-generaal se navraag gerig aan die rekenpligtige beampte wanneer die behoefte ontstaan

**Ons sal jou antwoord op Tel: +264 61 284-8233, E-pos: [finance@mme.gov.na](mailto:finance@mme.gov.na)**

## **Onderafdeling: Menslike Hulpbronbestuur en -ontwikkeling**

- Gee onmiddellik aandag aan personeelnavrae of binne drie werksdae
- Verseker dat gedelegeerde poste binne drie maande gevul word en ongedelegeerde vakante poste binne ses maande
- Reik maandeliks jaarlikse verlofkredietkennisgewing uit
- Reageer op 'n versoek vir verlofdae en verlenging binne vyf werksdae

- Voer jaarliks betaalstaatverifikasie uit
- Proses werknemervoordeel-eise binne een werksdag, mits alle relevante dokumente aangeheg is
- Verwerk aansoeke vir mediese fonds, sosiale sekerheid en GIPF binne een werksdag, mits alle relevante dokumente aangeheg is
- Verwerk aansoeke van huiseienaarskema vir personeellede (HOSSM) binne, drie werksdae
- Gee aandag aan wangedragsake binne een maand nadat dit plaasgevind het
- Gee aandag aan griewe binne vyf werksdae
- Voer elke drie jaar opleidingsbehoefte-analise (TNA) uit
- Ontwikkel die Menslike Hulpbronontwikkelingsplan elke drie jaar
- Ontwikkel opleidingskalender vanaf Persoonlike Ontwikkelingsplanne (PDP) jaarliks
- Gee terugvoer oor kwalifiserende en nie-kwalifiserende opleidingsversoeke binne vyf dae na die opleidingskomiteevergadering
- Sirkuleer bilaterale en geborgde opleidingskursusinligting binne een werksdag na ontvangs
- Fasiliteer kwartaalliks inlywing en oriëntering aan personeellede binne vyf werksdae vanaf die datum van diensaanvaarding
- Koördineer Bedieningopleidingskomitee-aktiwiteite wanneer die behoefte ontstaan

**Ons reageer op Tel: +264 61 284-8327, E-pos: [hrp@mme.gov.na](mailto:hrp@mme.gov.na)**

#### **AFDELING: INTERNE OUDIT**

- Voer kwartaalliks audits uit oor die doeltreffendheid van interne beheermaatreëls, bestuur en risikobestuur
- Voer tweejaarliks opvolgoudits op geïmplementeerde ouditaanbevelings uit
- Voorsien aanbevelings aan bestuur deur auditverslae binne 'n maand
- Bied auditverslae kwartaalliks aan die auditkomitee
- Verskaf te alle tye versekering oor die implementering van 'n effektiewe risikobestuursproses
- Onderzoek die versoek binne sewe werksdae na ontvangs

**Ons sal jou antwoord op Tel: +264 61 284-8244, E-pos: [auditor@mme.gov.na](mailto:auditor@mme.gov.na)**

#### **AFDELING: OPENBARE BETREKKINGS**

- Verspreiding van inligting rakende die Ministerie te alle tye
- Dien as 'n woordvoerder vir die Ministerie wanneer 'n behoefte ontstaan
- Deurlopend die mandaat en werksaamhede van die Ministerie te bevorder
- Koördineer en dek amptelike aanstellings en gebeure van die Ministerie wanneer die behoefte ontstaan
- Vervaardig ministeriële publikasies wanneer die behoefte ontstaan
- Stuur media-uitnodigings drie dae voor die geleentheid uit
- Gee terugvoer deur verskeie mediaplatforms binne drie werksdae
- Monitor mediaberigte oor die Ministerie daaglik
- Pas te alle tye die Ministerie se webwerf en sosiale media-bladsye aan
- Bevorder deurlopend die ministerie se dienste en programme

**Ons reageer op Tel: +264 61 284-8325/8262, E-pos: [info@mme.gov.na](mailto:info@mme.gov.na)**

## 5. WANNEER JY ONS KONTAK

### As jy ons skakel

#### Sal ons:

- Jou oproepe binne 3 luitone beantwoord
- Jou binne twee dae terug skakel, indien ons nie dadelik 'n antwoord kan verskaf nie

### As jy vir ons skryf:

- Sal ons ontvangs binne twee werksdae erken en aan jou verduidelik hoe ons jou saak sal hanteer en jou inligting wanneer om 'n antwoord te verwag.

### As jy ons besoek:

- Ons sal binne vyf minute aan u aandag gee indien u 'n afspraak met ons het
- Ons sal op jou vrae reageer terwyl jy by ons is. Indien ons nie 'n antwoord kan verskaf nie, sal ons jou laat weet waarom, en wanneer jy 'n antwoord kan verwag

### As jy verwysing nodig het:

- Sal ons dit namens jou per telefoon of per e-pos doen, 'n afskrif aan jou stuur en aan jou die naam van die kontakpersoon, adres en kontakbesonderhede verskaf.

## 6. JOU SIENING TEL

- Ons streef voortdurend daarna om ons standaarde te verbeter. Om dit te doen, moet ons weet watter soort diens jy wil hê
- Ons belowe om jou siening in ag te neem wanneer ons ons diensstandaarde stel
- Stel ons in kennis as jy nie tevrede is nie of ontevrede is met ons dienslewering
- Gee vir ons jou kommentaar sodat ons ons diens kan verbeter

## 7. WAT ONS VAN JOU VRA

**Die kwaliteit diens wat ons aan jou kan lewer, hang af van verskeie kwessies, insluitend insette en samewerking wat ons ontvang.**

### Ons versoek jou dus om:

- Eerlik, beleefd en geduldig te wees
- Betyds met die verskaffing van vereiste en akkurate inligting aan die direksoraat te wees
- Voldoen aan bestaande wetgewing, regulasies en prosedures
- Ons personelede met die nodige respek te behandel.

### Wanneer jy met ons kommunikeer, verskaf asseblief die volgende inligting:

- Jou volle naam
- Posadres/ e-posadres/ telefoonnommer/faksnommer
- Gee 'n duidelike beskrywing van jou spesifieke bekommernis of behoeftes
- Hou rekord van die kwessie wat ter sprake is en die persoon in ons Departement/ Direksoraat/Afdeling/Subafdeling met wie jy kommunikeer het, asook die datum en tyd van die kommunikasie om ons dienste te verbeter

## 8. HANTERING VAN JOU TERUGVOER, KOMMENTAAR EN KLAGTES

*Indien jy enige kommentaar, voorstel of versoek het oor die aktiwiteite of dienste van die Ministerie, moet jy die volgende kontak besonderhede gebruik: Telefoon: +264 61 284 8111, E-pos: [info@mme.gov.na](mailto:info@mme.gov.na), Webwerf: [www.mme.gov.na](http://www.mme.gov.na) of Openbare Betrekkinge +264 61 284 8325/8262, E-pos: [info@mme.gov.na](mailto:info@mme.gov.na)*



MINISTRY OF MINES AND ENERGY

**KHOEKHOEGOWAB**

## Nē #Hanumāxoas

- Ge loabadi sida ra māde ra llGui#ui (llnān dī da rana) :
- Ge tarin ga sida llamaosa ra !gā!gā:
- Ge sida llgui-aisens ra llgaulgau:
- Ge sida xu its hoallae !āubasen llkhā loabadi dā!harode ra #nuwi :
- Ge sats ga Sida a llKhami ots a !āubasen llkhāna ra !gāra!ā:
- Ge sats di mū#gāb !gōab !nā hāsa ra !gāra!ā:
- Ge Tare-e da satsa xu ra #gansa ra llgau#ui:
- Ge mati its sida !nuri-oaba lkha nī llāllāsa tsī matits !gaesende nī dīsa ra llgui!ā. Hānats ga sida di loabade lkha #khī#āixa tama io.

## 1. TARE-E DA SIDA RA DISA

### DIREKTORADS:IGaib MARIN

IGaib #ganlgaugu !khaullnui-l tsī elektrib #hūi llaposasiba lguilgui tsī IHûhâsigu !nâ lgaib hōhesa lloa !āpegu !auka llan hāna sores !nān!gaib (solar) texnoloxib !nâ !ās !aroma ra marisise #khâ!nās.

### DIREKTORADS:PETROL IIHÔGU

Ôa!nās, ūlkhīb, tsī #hūis (!khaullnui-i (petrol) ūlkhīb llaes !aroma !khaullnui (petrol) #hanugu loagu lguilguisa llapollapos

### DEPARTEMENS:INOREIUI (DIAMAND IIHÔGU

#### !ĀB: Ikharisi Ôa!nâ !Ôabadi

llkhaubas Inorelui (diamand) lluib disa mā-amsa tama llāxasiga xu tsī Inorelui (diamand) xūkurusa !khō#gāsa llapollapos

#### !ĀB:IAellgams Ôa!nâ !Oabadi

!Khō#gās tsī #gui#gui!nās Inorelui (diamand) xūkurus disa !hūsāullkhāsib sektors !nāsa, ek llīs di ta isib Namibiab di khoesi-lluisāullkhāsib omkhâis !nâ ra llapollapos.

### DEPARTEMENS: IUI!amllare Ôa!nās Namibiab dis

#### DIREKTORADS: SĪSENŪSA !HŪ#ANDI

#### !ĀB: !Hūsāullkhāsi !Hū#ans

Ôa!nās, !nurigu dis tsī Namibiab !hūsi llui llkhāsib dis, !#hōa !ā!nāsi tsī !auka!hūsi llguiridi #gaesa !aromas.

!ĀB: Dao!gāunalapellgui-aob tsī #Namipesi !Hū#ans, Dao!gāunalapellgui-aob tsī IHûhâsi #Namipesi !hū#an loabade mās

#### !ĀB: !Hū#anxemestrib tsī Laboratorium#ans

!GAO!GAO !hū!gaellarexasib Inōllnās

!Gao!gao !hū!amllare !hūlnōllnās tsī !kharaga lGui-ṽsina !oe!ās.

### DIREKTORADS: !Hūhawelnōdi tsī !Hū-#AN#ANDI

**!Âb: !Hubai#ans**

Hô tsî Mû#ans !hubai#ans dis !garob !nöllnâs !aroma !Hûiba ôa!nâs tsî #Namipesi kô!gâs.

**!ÂB: !Hûsi#ans**

!Husi#ansa khora#uis tsî !luib meteoridi, tsî xuru !hao!haosa Namibiab !nâ

**!ÂB: !Kharisi !Hû#ans**

!Hûbaisikuru ôa!nâde !khôdanas, !kharisi !nöllnâs tsî !hûsi#ande kô!gâs

**DEPARTEMENS: !Gaisigu****!ÂB: #Gae#gui Sa !Uigu tsî !Hûhâsi Ôa!nâs**

!Uib di !gû !gauba #gae#guis, !gâisigu sektors sîsenxasiba !khês tsî !Hûhâsi !Uigu molo !gôa !gôasa Mû#ams.

**!ÂB: !Uib #Hanugu tsî !luib omkhâis**

!Uib #Hanugu #ganamsende mû#ams tsî ôa!nâdi tsî !Gâise !lâxasiga kô

**!ÂB: !Gai !norasasib tsî sîsenxasib.**

!GÂISIB !norasasib di !lgaraga !lguihegu hâse sîsenxa kais.

**!ÂB: #Khari-lgaub Marisîsengu**

Ai!gû kai !guilgaus #Khari-Marindîgu !Nâkasektors Namibiab !nâs.

**DIREKTORADS: #GAE#GUIS !OABADI****!ÂB: #Ans texnoloxib**

Ai#homibas ICT !oabadi, !Gaugu #gae#guis tsî !gaellares MME sîsenao !lanin !khas

**!ÂB: !Aposasib tsî #Ô#ôsib Mû#ams !Oabadi**

!Aposasib !oabade ra Ministris #gâna tsî !aukaba #namipe a ai#homiba

**!ÂB: Hui !Oabadi tsî Xoallgui Mû#ams**

Mâ!gâs tsî #gae#guis !oabadi bêro kô!gâs, Mû#ams !khô#homis, !narixûn, xoallguigu, Mîmâ!gaellares, tsî sâu Mû#ams !oabade ra mǎ.

!ÂB: Marillhōgu tsî khoesilluib Mû#ams

**!Nāka!âb: Mâ!gâs**

!Nâu!axa marisi mû#amsa ra MMEs !nâ hâ a #hanu ga, tsî !lgaragu !kha #hanub marina Mû#am.

**!Nāka!âb: Khoesi !luib Mû#ams tsî omkhâis**

#GAE#GUIS mâ!gâs tsî !lapemǎ !oabade ra !lhōgu Khoesi !luib, !aroma ai#homi, !lkhǎllkhǎkhâis tsî omkhâisensa Ministris !nâ ai#homi, tsî ra xoallguigu tsî !lgaraga ra #hanuse !nâu!āhe, !am#gāse tsî !nâs !oa sîsenhesa ai#homi

**!ÂB: #Haisa !Gaellaredi**

Ge !gaellares ase Ministris, #hōahōxū !khain, !Hûhâsib tsî !lisib di am!nâ-aona !laeku !oaba.

## 2. SIDA IIMAMA-AON

- IKharisi Elektrib IGora#ui-aon
- IÎmabasen hâ IGaib Xūkuru-aon
- Namibiab IGaib Harebesa (NamPower)
- !Ā!nāsi #gae#guidi
- IINAETISA IHûhâsib
- OMAS tsî RCs
- Oli !gaellaredi
- Petroleum mā-am#khani ūhâ-aon
- IIGuiri-aon
- Inorelui (diamand) #harugu !Gaellaredi
- INorelui (diamand) xūkuru !gaellaredi
- INorelui (diamand) mā-am#hanu ūhâ-aon
- !Hû-sîsenū lape-aon
- #Namipesi mâllkhaeba-aon
- Óa!nâ-aon
- Maindi mā-am#khani ūhâ-aon
- #Gari-aon
- Hoa!hubaisi !gaellaredi
- #Khari-Igaub Maindi sîsenllaredi
- #Hûi-aon
- MME sîsenlhao-aon

## 3. Sida mîmâis satsa !oa

Sida mîmâis sida llama-aon !oa-ais ge !gâi tsî sîsen#uillkhâsiba ūhâ !oabade mäsä tsî da ge Sida, sida di lgui-aide sao ra #gae#guixa harebedi !nâ-ū sîsen#uisa ra lguġba.

### **!Ereamxasib**

Sida ge Sida llâxasigu !aroma !ereamxa, !ereamsa lam#oadi !aroma ū tsî Sida dġga !ereamxabahe.

### **Oe-amxasib**

Sida ge hālaro ra #âisa aisikhab llga ra dā, !âubasenhe hâ llama-aon loabade mäs !aroma. Sida di #gaimâisens tsî mîmâis !oagu.

### **!Gâi!gâi!nâs**

Sida ge !gomsina lasa lgaugu #âis di gu !nâ-ū oresa hōbasa a !ereamxabahe tsî ai!gû ra !gâi!gâisa.

### **#Hau!nâsib**

Sida ge sida mîmâis sida #gaimâisens disa tanisens #hau!nâsib !ereamxasib, tsî #hanu-aisiba ra llgau#uib !nâ-ū ra dġloaloa.

### **Burusasib**

Sida ge sida llâxasiga burusase nî mû#am tsî #ande hōhe llkhâ di a llaeb #haisa se nî lgoragu.



## 4. SIDA !OABADI MĪMĀIS/DĀ!HARODI

### DIREKTORADS IGAIB

- Omkhāis #hanumādi dis hā #hāsib ga hāo, o Igaib sektorsa nī daollgaude omkhāis
- Kō!gā tsī !gāi!gāi !nās #Hanumādi dis #hāsib ra hā khamis
- #KHARI !NĀ-KAI!Ā #haisa #nūi#gāde kurikōro Elektriba ai#homibas
- #Namipep ai hāllkhā sisen#uib, IGAIB projekdi !aromaba molo 14 sīsentsēdi !nā !hara!āis.
- Kuru tsī khora#uis mā-am#khani Igaugu dide kō!gā tsī luniga aollguiga Ministeri !i 14 sīsentsēdi !nā ai#homibas
- IGAIB !lgaragu !lguī#uisisengu !kha hoallae ra !nāmāsensasa !lapollapos
- #Ans elektri #Hūixūkurus (ESI) #amasa ai!gū rase ai#homibas
- IGAIB-Igaellare #ansa ai!gū rase #nuwis.
- IGAIB #ama hā !haolhaosa #ansa hoallae !haolhao, !oe!ā tsī !khōdanas
- IGAIB Xūkuru ōa!nās #hāsib ta hā khama Mū#ams
- Am!nā-aon Igaib xūkurus !nās di !khāllkhāsa #hāsib ra hā khama supusupubas

Sida ge satsa !llawab: +264 284-8305, E-mail: dde@mme.gov.na

### DIREKTORADS: IGAIB MOLO MARI#GAES

- Hālaro ra marin Elektrib tsi petrolium ūlkhīb dina 6 (!lkhāgu) !haolhao
- Mā-amsa māllkhaeba-aon-ī tsaura marilkuwi#uide 30 tsēde mā-ams didi khao!gā mā#uis
- !Nāka hō-#gāde mātare tsī mā!nā-hō-oade 30 tsēdi !laeb #gaolkhā-ōas
- !Khaullnui-ī tsī elektrib #gan!gau mari#khā!nāde 30 tsēde mātare
- Mari#khā!nāsa marilkuwidi lasalasahe !lkhā Igaib texnoloxib ū!oas 30 tsēdi !nā marisisē #khā!nās
- Marilkuwide mā !lkhāb hoaba hō-ōas, ek !am#gāsa lasalasahe !lkhā Igaib texnoloxiba 12 !lkhāgu !laeb !nā ōa!nās

Sida ge satsa !llawab: 264 61-2848405, E-mail: nef@mme.gov.na, srf@mme.gov.na

### DIREKTORADS: PETROLIUM !IHŌGU DIS

#### Igawikab !lga hā petrolium mā-am#khani de !nani !lkhāgu !nā xoa#uis

- Hoaloasallama Mā-am#khani-i, !Ama ū Mā-am#khanis, sisenū-ao !am#gāse Sertifikatti, tsī sisenūsa Oli-i Permis hāde !nani !lkhāgu !laeb !nā xoa#uis
- !Nonalkhākōrope #urusib, !norasasib, !lapollaposasib, tsī #namipep ai hā ōa!nās petrolium !lāxasiga Mū#amsa

Sida ge satsa !llawab: 264 61-284 8212, E-mail: pa@mme.gov.na

### DEPARTEMENS: !NOREIUI (DIAMAND) !IHŌGU

#### !ĀB: !kharisi Ōa!nā !Ōabadi molo (RAPdi) 1

- !Khāibase !lpegu permīdi (RAPdi) koro sīsentsēdi !laeb !nā xoa#uibas
- #Gaudi ai hā ōa!nādi, ōa!nā tsī maindi nē #Gaudi dide hoallae molo ra mū#am
- !Norelui (diamand) ū#ui !lāxasigu tsī ōa!nā sisenxasiga hoallae mū#ams
- Sisenūs, !norasa ūhās, tsī !nari-ūs !Norelui (diamand) na ūhā !lkhā ra dīsa hoallae mū#ams

- !Nari-ūs Inoreluin (diamand) hoallae !Inūs
- !Hōgu !Aposasib diamand (Inorelui) tsī xūkurus dis !kha !gaellaresa ūhāna hoallae lapemās
- Khōalā tsī ūhes main sīsenūxūn disa !ā!nāsi tsī !auka!hūsi !lguiridi !auka!hūsi !khain ai hoallae Mû#ams
- Hurilnom tsī uri-am-!ādi tawa hōsa !kharaba hoallae !gū-ais
- Am!nā-ao !lgui#gāsensa !Nonal!khākōrope Mû#ams
- !Amaxū#uis sertifikatna xoa#uis

**Sida ge satsa !Āllawab: 063 234 232 Oranjemund, (063) 203583 Lüderitz tsī (064)4105800 Swakopmunds, E-mail: ris@mme.gov.na**

### **!ĀB: !Aellgams Ōa!nā !Ōabadi**

- Diamand (Inorelui) permīde !gam sīsen tsēra !laeb !nā xoa#uis, hoaraga #hāpasa #hanusi #khanin ai mā#gāsa
- Diamand (Inorelui) 2023 permīdi !nona !lkhāgu !laeb !nā xoa#uis
- Kimberly sīsen!gaub sertifikatna !nona !lkhāgu !laeb !nā xoa#ui
- Xūkuru-aon tsī #haragullgāude !nona !lkhākōrope #hāsib ga hāo, ōa!nāde Mû#ams
- !Nari-ūs, sāus, tsī sīsenūs diamandn (Inorelui) 2023 disa hoallae mû#ams
- Diamand (Inorelui) tsēre#uis, !lkhāsimas, !lamaxūs tsī !lamallas !gauba hoallae mû#ams
- Sī#gās/sī#uis diamandn (Inoreluin) disa Koro sīsen tsēdi nī !lapollopo tsī !lkhāsiba mās.
- !Hōgu !gawilgawis tsī !khaubas diamandn (Inoreluin) !luib tsī xūkuruxasib disa #ama hoallae lapemās
- Namibiab di !lgui-aide Kimberly !Gaub Sertifikart Skemas (KPCS) tsī Afrika Diamandn (Inoreluin) Xūkuru-aon !gaellares (ADPA) dis disa ai!gū rase !am#gāse
- Am!nā-aon !lgui-aisensa !Nonal!khākōrope Mû#ams

**Sida ge satsa !Āllawab !gōas: +26461 2861284-8320, E-mail: wis@mme.gov.na**

### **DEPARTEMENS !HŪSI#ANS ŌA!NĀS DIREKTORADS: SĪSENŪSA !HŪ#ANDI**

### **!ĀB: Dao!gāunalapellgui-aob tsī #Namipesi !HŪ#ans**

- !HŪSI tsūke!gān #owa !nurigu 14 sīsentsēdi !nā oe-ambas
- Dao!gāunalapellgui-aob !hūsi !nō!nāde !nāpab ga #hāsib hā o, Mû#ams
- Departments di !hūsi-!texnise #ans !haolhaosa ai!gū rase loaloa tsī !khōlgaras
- !HŪ-#namipesi main !laxasigu !aroma !Nonal!khākōrope Mû#amsa mīmāis
- !Norasasib lurilurihe !lkhā !aorosasigu koro dīunusa-tama mande mā !gam kurikōrope !hara!āis
- #ŌRISA !nurigu !HŪ-#namipesi !hara!āis #ama gu tsī !hūsi !aorosasiba di ōa!nāde 30 tsēdi !nā dī

**Sida ge satsa !Āllawab: +264 61 284-8114, E-mail: deeg@mme.gov.na**

### **!ĀB: !hū!amllare#ans**

- !HŪSĀUI!KHĀSI !hū!amllare#ans !haolhaosa #andi ai!gū rase ai#homibas
- Ōa!nās tsī lapemā !lui xoro !lkhāsib dīsa ai!gū rase dīs

- Namibiab !nâ hoallae !lui !lguiride disa ai!gû kais
- !!Ui xoro !haolhaosa †andi tsî aillgauna hoallae sâusa Mû†ams

**Sida ge satsa !!Âllawab: +264 61 284-8343, E-mail: deg@mme.gov.na**

**!ÂB: !hû!amllare tsî Laboratorium†ans**

- !Hû!amllare aillgaudi 10 sîsentsêdi !laeb !nâ bês tamas ka io, †Hâsib ra hâ !laeb ais
- !Hû!amllareb luina 10 sîsen tsêdi !laeb !nâ khôa tsî †nau!khûs
- !Ui †gawaga 10 sîsentsêdi !laeb !nâ !khuwulkhâs
- !UI !ârode 15 sîsentsêdi !laeb !nâ ai†homis
- !GOM !lui !gorasa 10 sîsentsêdi !nâ !khôdanas
- Xeochemikal aillgauna x-ray fluerescence spectrometer (XRF) !kha 10 sîsentsêdi !nâ !oelâs
- !!UIB x-ray diffraction (XRD) 2023 !kha 10 sîsentsêdi !nâ !lgau†nû!ikhâs

**Sida ge satsa !!Âllawab: +264 61284-8335, E-mail: Geochem@mme.gov.na**

**DIREKTORADS INŌ!INÂS TSÎ !HÛ-†ANS**

**!ÂB: Xeophisies**

- Hô, ! sîsen†am tsî !gâra!âs !hûb tsî †oab !nâ ra !hûsi !amllareb †ans †hâpasab a !laeb ais.
- †Oa-tsî !hûb !hû!amllare †ansa !nona sîsentsêdi !nâ ai†homibas
- !Hû†guwi mâsiga ai!gû rase danamûri.
- !Hû†guwi !nurigu †hâsib ga a hâo, o ai†homibas
- !Hû†guwib †ansasib †ama !gam kurikôrope †nuwis
- !Hû†guwib !khôsasib !nuriga !nona !khâgu !nâ !Hû†guwib hô!âs khao!gâ mã†uis
- !Hû-†ôa!nâsa †hâsib ga a hâo, o !khôdanas
- Hoa!hubaisi ‘infrasound’ stasis ‘nuclear’ !hui!huidi †ama Ai!gû rase !khôdanas

**Sida ge satsa !!Âllawab:264 61284-8146, E-mail: geophysics@mme.gov.na**

**!ÂB: !kharisi !Hû†ans**

- Ôa!nâs †ans !nô!nâs projekdi †ama hâsa !nona kurigu !nâ kurus
- !Hû!gae !nô!nâde, !nurigu tsî dada !âde !nona sîsentsêdi !nâ ai†homibas
- !Hû!gae !nô!nâde, !nurigu tsî dada !âde !nona sîsentsêdi !nâ ai†homibasa
- !Hû!gaellaresi dada !urusa SIS texnologiba sîsenûs !kha ai!gû rase !khôdanas
- Satelit kikina !nô!nâde kurus !aroma 10 sîsentsêdi kuru tsî !gâra!âs
- !Hû-kai†anse †khanin tsî kartde 10 sîsentsêdi !nâ kô!gâs
- !Hû-kai†ande !apemâsa hoallae ai†homibas

**Sida ge satsa !!Âllawab !gôas:+26462284-8398, E-mail: drg@mme.gov.na**

**!ÂB !Hûsi†ans**

- Ai!gû rase mû†ams tsî !hûsi†ansa ai†homibas
- Ai!gû rase !Hûsi†ans Namibiab dis tsî Hoa!hûbaisi †ans !gauga (uks) hōxu !khaiga kô!gâs
- Ai!gû rase !hûsi†ans !khô!haos tsî !hûb kai†ans hareb †ama hōhō!nâs
- !HÛSI †an†ans !laesi tsî hoa!hûbaisi dâ!harodi !kha hoallae ra !gausa Ôa!nâ-aon, !khâ!khâ†uisaben tsî fossi!n tawa nî soahôs !kha huisa tsî !khâ!khâ a †âibasens di †hâsib/ga hâ !nûbais

- Sâu tsî Mû#ams !hũ#an lluib dis aillgause luin, mineraln, lgamiro(IUi)'n tsî fossiln disa hoallae

**Sida ge satsa ll'Allwab !gôas +264 61284-8101, E-mail geoinfo@mme.gov.na**

## DEPARTEMENS MAINDI

### !ÂB: !Kôdanasa lluib tsî Ôalnâs

- !Gôakhâixoamâi !nurigu tsî #an#ans llUigu #amasa ra lgam kurikôrope ai#homiba
- llUIGU #gan lgaub sî#uis permîdi #ganamsen tsî aollguiga ra lgam sîsentsêra llaeb !nâ llallâ, hoaraga #gaolkhâdi ka ra dîloaloaheo
- llUib di #hanu maride lgam sîsentsêra !nâ !gôa !gôas
- llUib !gaelkhâde #hâsib ga a hâo, o ôa!nâs
- llUib ra hoallae llkha a #gan lgaugu !oagu hoallae llama#harugu-ûhêsa llapollapos
- Uran-l kaxu-llae llamaxûdi tsî mâ!khunigus !hûlguitimîdi dis tsî aollguiga !nona sîsentsêdi !nâ ai#homibas
- Hoa!hubaisi llui #gan lgauga #hâsib ga hâo, o ôa!nâsa

**Sida ge satsa ll'Allwab !gôas: +264 61 284-8161, E-mail: cmmd@mme.gov.na**

### !ÂB: llUib #Hanugu tsî Huisenûxûn Omkhâis

- Aipe hâ ôalnâs Mâ-am#khanis, !khô#uisa Aipe hâ Mâ-am#khanis, !khô#uisa xoro-û die Mâ-am#khanis tsî lluib !Gôab !khômâis Mâ-am#khani de 14 sîsentsêde !nâ !hara!âis
- Main mâ-am#khanide 12 llkhâgu llaeb !nâ xoa#uis
- Maindi !nô!nâde hû sîsentsêdi xoamâis, hoaraga #hanusi #khanin ga llgui-ai!âheo, os
- !Khô#gâxa tama Maindi Mâ-am#khanisa lgui sîsentsês !nâ xoa#uibas
- HVM Permîs 10 sîsentsêdi !nâ xoa#uibas
- Sî#ui tsî !nari-ûs Permîs lgam sîsentsêra !nâ xoa#uibas
- Maindi tsî maindi mâ-am#khanidi tsî !Hûhâsi llkhâti main oder xoamâi die llgaragu lkha ra lgausa ai!gû rase danamûri
- Maindi !nurigu llUib tsî Maindi #Hanumâs lkha ra lgaug se nî llgui-ai!âhesa llapollapos
- Maindi llaxasigu xoakhâi tsî ai!gû rase mû#ams
- llUib #Hanugu xoakhâi tsî websaets ai llkhâkôrope #an#ans

**Sida ge satsa ll'Allwab !gôas: +264 61 284-8290, E-mail: mrrd@mme.gov.na**

### !ÂB: Main !Norasasib tsî sîsenxasigu

- Main ôa!nâde mâ !Nonallkhâkôrope !khôdanas, tamas ka io, o #hâsib hâ khamis
- #Noa!hui sertifikatgu llkhôwa-amsa tsî !hûb !nâkab Maindi llaxasigu diga matare llgaulgau !khô!oas ai 10 sîsentsêdi !nâ xoa#uibas
- llGâib di #gau de kurikôrope !âis tsî sertifikatgu xoa#uibas
- Hâlaro ra sîsen Permîde mâtare !khô!oa llgaulgau !khô!oas 30 sîsentsêdi !nâ xoa#uibas
- Main lapede kurikôrope !hara!âi tsî mâ-ams
- Main tsûke!gâga 72 !rgu main ôa!nâ-aoga #An#an toas khaol!gâ ôa!nâs
- Main #Urusib tsî !Norasasib xoallguisa #hâsib ga hâ khami nî kô!gâ

**Sida ge satsa ll'Allwa!gôas: +264 61 284-8254, E-mail: msod@mme.gov.na**

### **!ÂB: #Khari-Igaub Maindīs**

- Texnise huib !oabade #Khari-Igaub maindī-ona ai!gû ra ai#homibas
- !Ui-ailgaude !oe!ã tsī !lnā !nuriga !gam sīsentsēra !laeb !nā ai#homibas
- Am!nāxasis #Khari-Igaub Maindi-aon dis !lgau#uidi tsī !hao di tawasa #hāsib ra hā khami !khōdanas
- #ANS maindī #hanusi #gaolkhādi disa hoallae ai#homibas.
- Huib klaimde !khālnās diga !nona !lkhāgu !nā ai#homibas, hoaraga #gaolkhādi ga d!loa-!āihe os
- #Khari-Igaub maindī !gaellaredi di tsī !lama sīsenllarede !gui !lkhāb !nā #nuwis !khōdanasa
- !Hub/faramdi #ama hā #noagudi faram !honkhoen tsī Maindi-aon !laeku de !nona !lkhāgu !laeb !nā oresa hōbasa

**Sida ge satsa !l!lawab !gōas: +264 61 284-8258, E-mail: [ssmd@mme.gov.na](mailto:ssmd@mme.gov.na)**

### **DIREKTORADS:#GAE#GUIS !OABADI**

#### **!ÂB: #Ans texnoloxib**

- #ÂUNA IT !gari/tsaura sīsenūxūn tsī !gaellare !lgaugao!gaoba hoallae ai#homibas.
- Koro haigu !laeb !nā !gari sīsenūxūn #owa#naris di soab !nā oe-ambas.
- !lGau!nā hā !gari sīsenūxūn !āna 14 sīsentsēdi !laeb !nā !khō!khunis.
- Hoaraga IT #ganamsende tsī d!lgāde !gui sīsentsēs di !laeb !nā nī sīsen#am.
- Mā!gā dada #ans kurus tsī !āis #namipeb disa Tsēkorope
- Mū#am tsī kō!gās ICT !lgaugao!gaob disa ai!gû rase
- Mū#am tsī danamūris !gaellaresīsenxasib disa ai!gû rase
- Hoaraga ICT mā-am#khanide kurikōrope Mū#amsa, sīsen !ū dadomsa xū-l hāse.
- Kai !amllare de !gam kurikha !nā omkhāi tsī #Khari !āde kuri-i !nā omkhāisa.
- Om!nāpe-!gaellarede !nona !lkhān !nā !gāi!gāikhaisa.
- IT !lkhā!lkhākhāide sīsenao !lanina lasa #ganamsen !ogu
- !gam !lkhākhā !laeku sīsenxa kai!dadomsa xu ai#homiba tsī #ganamsen māhe hā !lkhā!lkhākhāis !gui !lkhāb di !laeb !nā
- Texnise mā!gās !nū !kha rise bērodi !gui sīsentsēs di !laeb !nā ai#homibasa.
- !GAM !lkhākhā !laeb !nā, #hāsigu !oagu !gui sīsentsēs di !laeb !nā !guilgui tsī hō-amsa tsī #ganamsende haka !lkhāgu di !laeb !nā hō-amsa
- #GANAMSEN !gaellarede ai!gû rase kō!gāsa

**Sida ge satsa !l!lawa !gōas: +264 61 284-8135, E-mail: [it@mme.gov.na](mailto:it@mme.gov.na)**

#### **!ÂB: !Norasasib tsī tsūke!gā Mū#am !Oabadi**

- #Âisahe ra !gû !gaugu bērodi #namipega ai!gû rase !khē!gās
- Nau #hanusi !gailgai !gaellaredi !kha hoallae !khō!lōagus
- Ministris !gubis di ūhāsib hoallae !ūi!gās
- !Nurisa !norasasib tsī tsūke!gā !lhōga !gam sīsentsēra !laeb !nā ōa!nātsoatsoas
- !NORASASIB !apemādi tsī hoa!nā-aixa !norasi !oabade #hāpasasib ga a hāo, o ai#homibas
- 1-Tsūke!gāb di !hara!āis mā !gam kurikha hoakha khaol!gā Mū#amsa tamas ka io, o #hāsib ra hā khama
- Tsūke!gāb di !hara!āis mā !gam !lkhākorope ra dīhe sa Mū#ams tamas ka io, o #hāsib ra hā khamis

- #Haras!Inorasasib !gâi Igaub !nâ ministris !nâ ra !khōdanahesa Igam sîsentsēra !nâ #gan#gās ai nî dīhes
- !NORASASIB tsî tsûke!gâb xa Ministris sîsenao !lanin !nâ #hâsib ga a hâo, nî ai#homibas
- Sîllkhâs omga tawa hoallae kō!gâ tsî Mû#ams
- Hoa!hubaisi #gao!khâdi mari!khae!khaes !kha !gaellare ūhâ ra sîsen#amhesa !lapollapos tsî !kham!lkhaebasa
- !Âtanisa Marisi #Hanumās disa hoallae !kham!lkhaebasa
- Sîsenao #gâ#oa-ū !lkhâ kartde Igui sîsentsēs !laeb !nâ !llkha kai âsa

**Sida ge satsa !Âllawa !gōas: +264 61 284-8435, E-mail: fraud@mme.gov.na**

**!ÂB: Hâlarora !oabadi tsî xoallguigu #gae#guis**

- !Naris !llkha kais tsî !nâri#oas mǎ-am de Igui tsēs di !laeb !nâ
- !Haolhao tsî !gora#uis !nari#khani kartde koro sîsentsēdi di !laeb !nâ sîsenxasib di !laeb !lkhâb ga !gû lams khao!gâ
- Hoa petrol #hâsiga kō!gâ (!lai-ūhera Bob kartde) tsî nēti – î !lai-ū bobkartd !gōade !nari-aoga mǎ Igui sîsentsēs di !laeb !nâ
- !APO!APO hoa Audo di #Ganamsendi #hanub di audo!nǎ-omdi (karadgedi) tsî Ministris didi nî sîsen#amhesa haka sîsentsēdi !nâ, ai#homi tase Audo hâ !khaisa
- Audona kō!gâs hoa xūn a #hanu !khaisa sîsenū toa tsî oalkhi ūhes tsî ūhes ailâ
- !APO!APO Xoa#gâsa, xoaba #harugudi !laeb ai hâ, !gora#gage tsî nî mǎ !ihe tsēs hoasa !khaisa
- !Amas di #ganamsen #hawebe sîsen#am Igam sîsentsēra !nâ, !lama#haragu mǎ-ams ga mǎ-am tsî !khō!oahe o
- Mû#am !lgâumâis !Ama-mǎ-ams (hō-am di kometesa, tsî !lama-mǎ-ams #gae#guis !âba Igui!nâsa kurib !nâ, mâtikō !nâde tsî !lkhâti “BIs” (!nolnos) kō!gâs kometesa #hâpasa-i a khami
- “BidI” #an#an#ui 14 sîsentsēdi !laeb !nâ, #gâxa-i ra khami #ganamsende !khō!oas khao!gâ projeks di #gae#gui aona xu.
- Kō!gâ “Bīde” 30 tsēdi !laeb !nâ #ganamsen dadoms khao!gâ
- Stok-e (xūn ūhâ siba) !gōa kurikōrope tamas ka io, o #hâsib ra hâ khama
- Xoa#ui/mǎ tsî mû#am Stok-e tsēs hoasa
- Hoallae bēros !anūsiba !khō!gara
- Mû#am #Khari dī-ūnū #hâsiga Igui tsēs di !laeb !nâ tsî #âusasib di kō!gâsa koro sîsentsēdi !laeb !nâ

**Sida ge satsa !Âllawab !gōas +264 61 284-8235, E-mail: auxiliary@mme.gov.na**

**!Nāga!âb: Marillhōgu**

- #Gaekhai tsî kō!gâs Ministris di Marillhōgu #Gaekhai (Budgedsa)
- Mǎ !iiba kō!gâs hōsenxa kaihe ra Maris diba kurikōrope
- #Gaekhâi !lkhâkorope, Haka !lkhâkorope tsî kurikōrope Marisi #Gaekhai(budged) sîsen#uiba
- !Apollapo !nâulnamxasiba #Hanugu tsî sîsen#ui Igaub tsîna !Hüb di Marisi #Hanumās daollgaude xu
- Sîsenao di Marisi mǎ#uidi tsî marisi hō-#gāde Igam sîsentsēra !nâ mǎ#uis marin ga hâo
- !Ama !gâ-aona mātare 30 tsēdi !nâ, Maris ga hâo
- Marisi !nūrima-oade #gaekhâi !lkhâkorope, Haka !lkhâkorope, tsî kurikōrope
- Mû#am tsî Igutiko kai hâlaro ra Maris (tax-i) tsî !lama mǎ#uis #hawega !lkhâkorope

- IHaolhao, sâu, mātare#gā tsī, !nurima-oa !kharaga!nāgu Marisi Hō#gādi Ministris ta Tsēkorope hōde
- Ai#homiba !nūrima-oade Auditer xenerala, xoalihe hāse Marisi mâisa-i -ao-lao-i lga ra lnaellgausa #hāsib ra ha khami

**Sida ge satsa llĀllawab !gōas +264 61 284-8233, E-mail: [finance@mme.gov.na](mailto:finance@mme.gov.na)**

**!Nāgalāb:Khoesi lluib Huisenūxūn Mū#ams tsī Omkhāisens dis**

- Sīsenaon di!gādi ai lnā timî molo #āisa #nūis tamas ka io, o !nona !nāde wekhe-i sīsentsēdi !nās.
- #Nūllkhaebahe ra soadi !nona !lkhāgu llaeb !nā !nā nī loaloahesa tsī #Nūllkhaebahe tama lkhai !nā soade !nani !lkhāgu !nā
- Kurikōrope sālāeb soab #an#ansa !lkhākorope xoa#uis
- Sātsēdi !aroma hā hā #ganamsens tsēdi !aroma oē-amsa tsī khora#uisa koro sīsentsēdi llaeb !nās
- Matare llapollaposa kurikōrope !khōdanasa.
- Sīsenaon amlnā #gaolkhādi lgui sīsentsēs llaeb !nā oē-amsa, llnāpa l ga hoa #hāpasa dokument a llkhamāisao
- #GANAMSENDE lae!khō huib !aromade, social securities, tsī lnī Gipfs hādi dide lgui sīsentsēs !nā sisen#amsa, hoaraga #hāpasa dokementnga llkhamāisao
- #Ganamsendi Omdi !aroma !honkhoesis didi sīsenaon lanin (HOSSM) 2023 !nona sīsentsēdi !nā sisen#amsa
- !GAORA TANISENS llhōga lgui llkhāb di llaeb hīa ta ṽ gu !nā #āisa #nūis a
- !GAESENDE koro sīsentsēdi llaeb !nā oē-ambasa
- #HĀSIGU !oelās molo (TNA llkhāllkhākhāide mā !Nonallkhākōrope !khōdanasa
- Khoesi molo huisenū molo omkhāisens lapede mā !Nonallkhākōrope omkhāisa
- llkhāllkhākhāis kalenders lGurihā omkhāisens lApedi (PDPde) xu kurikōrope omkhāisa
- !NURI-ŌAB mā-amsa tsī !Hūhāsi mā-amsa tama llkhāllkhākhāis #ganamsende #amade koro sīsentsēde llkhāllkhāis kommites di #nūs khao!gā ai#homiba
- lGam#gērexa tsī marisise #khā!nā llkhāllkhākhāi !ādi #ansa lgui sīsentsēs llaeb !nā !khō!oas khao!gā nī sī#nami
- #GAE#GUI#GĀS !Nonallkhākōrope tsī daollgaus sīsenaon lanin disa Koro tsēdi llaeb !nā sīsentsōatsoa dib ai nī dī
- Ministris llkhāllkhākhāi komittes llāxasiga #hāsib ra hā khama !khōdanas

**Sida ge satsa llĀllawa!gōas:+264 61 8327, E-mail: [hrp@mme.gov.na](mailto:hrp@mme.gov.na)**

**!ĀB:#GANA KŌ!GĀS**

- Kō!gāde #āulorasib #ganānaka mū#ams, #gae#guis, tsī tsūke!gā Mū#ams disa !Nonallkhākōrope
- Sao!gon kō!gāde !am#gāsa kō!gā aollguiga ai mā llkhākorope mū#ams
- Aollguiga #gae#guis kō!gāsa !nurigu !nā-ū llkhāb di llaeb !nā ai#homibas
- llApollapode !am#gās sisenxa tsūke!gā Mū#ams lgaub #ama hoallae ai#homibas
- #Ganamsende hū sīsentsēdi llaeb !nā !khō!oas dib ai ōa!nās

**Sida ge satsa llĀllawa !gōas: +26461284-8244, E-mail: [auditor@mme.gov.na](mailto:auditor@mme.gov.na)**

## !ÂB:#HAISA !GAE!AREDI

- #ANS Ministris Ikha a dĭxūxasa hoallae khora#uis
- Mĭgowaba-ao-i ase Ministris #hāsib ga a hāo ĩbas
- Ai!gū kais Igaimās tsĭ sĭsenxasib Ministris dĭbas
- !Khōdana tsĭ !gū-ais #hanusi #nūi#gāsendi tsĭ sĭsenxasigu Ministris diga #hāsib ra hā khamis
- Ministris di #khanin mā#uide #hāsib ga hā soab !nā
- #Hōa die Ikhou#uide !nona tsēde llāxasigu ai!ā sĭ#uis
- !NURI-ŌABA !kharaga!nāgu #hōamā#ui !khaigu !nā-ū !nona sĭsentsēdi llaeb !nā
- #HŌA !nurigu Ministris #amaga tsēkorope danamūris.
- Ministris websaeds tsĭ !Hūhāsi #hawegu !nā ga hoallae #hōan lgawise ūhāsa
- Ai!gūrasedi Ministris di !oabadi tsĭ proxramga aimāise

Sida ge satsa llāllawa!gōas: +264 61 284-8325/8262, E-mail:infor@mme.gov.na

## 5. SIDATS GA A !IKHAMI !NŪBAI

### Hānats ga Sida !khamibao

#### Sida ge nĭ

- Sa !khami sa !nona !gōadi khaol!gā !lream
- Ge Sa !khamisa !gam tsēra di llaeb !nā nĭ oē-am-ai, hāna da ga !nā timĭ !lream – e ūhā tama io

#### Hānats ga Sida xoabao:

Sida ge koro haigu !nā nĭ oē-am tsi, hānats ga Sida xoabao.

### Sida ge sa dĭdi ai nĭ oē-am, sida !khats hā soab ai, hāna da ga lloao, o da ge satsa !aromasa nĭ mĭba tsĭ māllets nĭ !lream-e !āubasen Sa.

- Hānats ga !nĭlĭ !naellgausa #hāpa, o da ge satsa nĭ oē-am dĭbas llāllawab tamasa ka io, o E-mails tsĭ !goel!gauba satsa sĭba tsĭ khoe-l di lonsa, hĭats nĭ !hoa-ū-l di xoa!nā!khaisa nĭ sĭba tsi.

## 6. SA Mĭ#GAB GE RA !GŌA

- Sida ge lūs ose ra dĭtsā Sida sĭsenmĭlguiga omkhāisa. Nēsa dis !aroma da ge #hāpa hā #ansa, sats mā!nōa loabade ra #gaosa
- Sida ge ra mĭl!gui sa mĭ#gaba #āis !nā ūhāsa, sida sĭsenmĭlguiga da ga #gaekhāi soab ai
- #An kai da re sats ga #khĭ#āixa tama i, tsĭ a #khĭ!nāo Sida !oabadi Ikha !nūbai
- Sa mĭ#gāga mā da re ūda Sida !oabade omkhāi !kha

## 7. SIDA RA #GANS GE

### !#hōasib Sida !oabamādi dib ge !kharaga !nāgu !gaugu ai a !Gao!gaosase, sadu Mĭ#GAB tsĭ Sĭsenllareb tsĭna !khō#gā hāse. !Nā-amaga da ge ra #gan ĭ du:

- #Hau!nā, khoexa!nā tsĭ !nū!nāxa
- !Aeb ai #hābasa tsĭ #gaolkhāhera #an#an#uisa derektoradsa mā
- !Nāulnam !am#gāsa a #hanumādi Ikha, !lgaragu tsĭ xūn di !gū!gaugu Ikha
- Sida sĭsen-aona #hāpasa !gōasiba mā



**Sida lkhats ga !hoa#harugu soab ai, sao ra na mâ:**

- Sa loasa lons
- Xo!!nâ!khais/emails/!llawab !gôas/fax !gôas
- Sa #hâsib(gu) tamas ka io, o #âi#hansens(de) !gâsa kai
- !lGaramâi tsî ûhâ Sa !gaesende tsî tsî Sida Bêrodi dapartmendi/direktoradsa /!Âgu!nâka !gora#gâsa !âgu tawats kôro !hoa-û sîsen-ao diga. !lKhati dadoms, tsî !laeb !hoa#harugus diba Sida !oabade omkhâis !aroma

## **8. SIDA !NURIMÂ-OADI, MÎ#GĀGU TSÎ !GAESENDE SÎSEN#AMS**

*Ūhâta ga o, mî#ga-e, aollguiga tamas ka io, #gan-e dîxûn tamas ka io, o !oabadi sida Ministris dide o, !lKhami da re !llawab +264 61 284811, E-mail:infor@mme.gov.na, ek Websaeds:www.mme.gov.na tamas ka io, o #Haisa !Oabade +264 61 2848325/8262, E-mail:infor@mme.gov.na*







**Ministry of Mines and Energy**  
**6 Aviation Road, Windhoek, Namibia**  
**Private Bag 13297, Windhoek, Namibia**  
**Phone: +264 61 284 8111**  
**E-mail: [info@mme.gov.na](mailto:info@mme.gov.na)**  
**Website: [www.mme.gov.na](http://www.mme.gov.na)**

or

**Public Relations +264 61 284 8325/8262**  
**E-mail: [info@mme.gov.na](mailto:info@mme.gov.na)**

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*If you are still not satisfied with the Ministry of Mines and Energy's response, you may approach the Office of the Prime Minister or the Office of the Ombudsman.*