



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

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6 Aviation Road
Private Bag 13297
WINDHOEK

VACANCY

The Ministry of Mines and Energy invites suitably qualified candidates to apply for the following vacant positions:

DIRECTORATE : PETROLEUM AFFAIRS
DIVISION : EXPLORATION, PRODUCTION AND PROMOTION
Post Designation : DEPUTY DIRECTOR GRADE 4 (RE-ADVERTISEMENT)
1 X Post : Windhoek
Salary Scale : N\$492 567 – 517 836
Benefits
Motor Vehicle allowance :
Capital Costs : N\$76 950 p.a
Running Costs : N\$25 751 p.a
Housing Allowance : N\$68 188 p.a

Minimum Requirements: A four (4) year Bachelor of Science Degree in Geology, Petroleum Engineering, or equivalent qualification on NQF L8, plus nine (9) years' experience in petroleum exploration and production and valid Driving license.

Additional Requirements:

A Master's Degree in Business Administration (MBA) on NQF L9, or equivalent, will be an added advantage.

Competencies and skills:

- Possess good management skills, analytical and problem-solving skills;
- Have a sound knowledge of the Namibian upstream petroleum sector;
- Should have the ability to work with dedicated professionals on a broad range of upstream petroleum projects;
- Should possess additional training in petroleum geosciences, petroleum engineering, petroleum economics and oil and gas law;
- Should possess good communication skills; and
- Accept and execute responsibilities efficiently.

Key Responsibilities:

- Administer the Petroleum Exploration and Production Act (Act 2 of 1992), and Petroleum Agreements between oil companies and government;
- Monitor, regulate, and supervise the upstream petroleum sector;
- Conduct risks and benefits analysis of oil and gas exploration and production projects;

- Initiates exploration plans, directs geological and geophysical, appraisal and production activities;
- Promote Namibia's oil and gas potential;
- Promoting local content including supporting national enterprises;
- Create functional strategies and specific objectives for the Division and develop budgets/policies/procedures to support the functional infrastructures;
- Making rules and guidelines on the conduct of petroleum operations and other related matters;
- Manage the Division's functions with a broader departmental function; and
- Carry out any other duties as lawfully directed by the Petroleum Commissioner and the Director of the Petroleum Affairs Directorate.

DEPARTMENT : **GEOLOGICAL SURVEY**
DIRECTORATE : **MAPPING AND GEO-INFORMATION**
DIVISION : **GEOPHYSICS**
Post Designation : **SENIOR GEOSCIENTIST GRADE 6**
1 X Post : **Windhoek**
Salary Scale : N\$337 984 – 403 922
Benefits : Transport Allowance: N\$8 760 p.a
: Housing Allowance: N\$14 520 p.a

Minimum Requirements: An appropriate Bachelor of Science (Honours) Degree (or equivalent qualification on NQF L8) in Geophysics, Geology, Physics, or Mathematics, plus three (3) years appropriate experience.

Competencies and skills:

- Experience in geophysical disciplines (magnetic, radiometric, electro-magnetic, hyperspectral, seismology, remote sensing, and gravity) and their related interpretations;
- Sound knowledge and experience in ground geophysical surveys and instruments;

Key responsibilities:

- Ground geophysical data acquisition, processing and interpretation projects;
- Data management, quality control, quality assurance and data authentication;
- Independently conduct and manage geophysical and geotechnical surveys;
- Process, interpret geophysical data and compile technical reports;
- Conduct geophysical research and publish findings; and
- Provide geophysical technical inputs and work in collaboration with other directorates.

DEPARTMENT OF MINES

DIVISION : **MINERAL RIGHTS AND RESOURCES DEVELOPMENT**
Post Designation : **SENIOR ADMINISTRATIVE OFFICER GRADE 10**
1 X Post : **Windhoek**
Salary Scale : N\$151 910 – 182 202
Benefits : Transport Allowance: N\$ 8 760 p.a
: Housing Allowance: N\$ 11 616 p.a

Minimum Requirements: An appropriate National Diploma on NQF L6 (or equivalent), in Commerce/Finance related field, Business Administration/Management, Public Administration/Management, Office Administration/Management and Technology or Secretarial Studies, plus one (1) year appropriate experience **OR** A Grade 12 Certificate on NQF Level 3, plus three (3) years appropriate experience.

Additional Requirements:

- A valid Driving Licence which is 3 years or older.

Competencies and skills:

- Proficient in oral and written English, good interpersonal skills, and customer care;
- Knowledge of the Minerals (Prospecting and Mining) Act, (Act 33 of 1992) and other related legislations, administrative procedures, and policies in respect of prospecting and mining;
- Acquainted with the process of administrative justice; and
- Be computer literate.

Key Responsibilities:

- Supervise and guide the Administrative Officers in Front Office and Divisional Registry;
- Ensure the implementation of the Performance Management System with Administrative Officers;
- Prepare general expenses for refund of refused mineral rights applications;
- Ensure annual licence fees are paid by mineral rights holders and that the relevant actions are completed/closed on the Trimble LandFolio system:
 - When in non-compliance, compile and issue notices of payment to such holders, including penalties;
 - If after such notices, no compliance occurred, inform the Mining Commissioner.
- Assist and handle queries from mineral rights holders, the public and other stakeholders; and
- Execution of any other duties as may be lawfully assigned by the Supervisor.

DIRETORATE	: ADMINISTRATION SERVICES
DIVISION	: INFORMATION TECHNOLOGY
Post Designation	: Analyst Programmer Grade 9
1x Post	: Windhoek
Salary Scale	: N\$ 205 681 – 246 204 (P)
Benefits	: Transport Allowance: N\$ 8 760 p.a
	: Housing Allowance: N\$ 14 520 p.a

Minimum Requirements: A National Diploma in Programming on NQF L6 (or equivalent).

Additional Requirements:

- A Bachelor of Business Computing/Informatics, Computer Science (Software Development/ Engineering), Business Information System from a recognized institution on NQF Level 7 (or equivalent).
- A valid Driving License which is 3 years or older.

Key Responsibilities:

- Design, develop and implement PC based business applications / systems for the department according to existing corporate software development standards;
- Produce system and user documentation during the development of systems;
- Review and analyse system specifications to determine whether all required elements have been included. Consults with clients to gather information about program needs, objectives, functions, features, and input and output requirements;
- This position is excluded from the bargaining unit;

- Modify existing programs to conform to system changes or to make improvements in the existing program;
- Advise and work with user departments to resolve specific problems or make changes in programs, computer applications, capabilities, alternative programming approaches, limitations, etc.
- Train personnel in user departments to ensure ease of system usage;
- Monitors performance of programs after implementation;
- Work effectively with customers to learn specific design requirements and perform analysis and design of computer applications;
- Successfully develops and executes test plans that thoroughly test applications and allow for quality implementations of new or modified applications and reviews results;
- Plan and conduct training sessions for information technology systems customers;
- Evaluate improvements and benefits which could be derived from modifications of existing systems.

PLEASE NOTE: Applicants must be Namibian citizens. Only shortlisted candidates will be contacted, and no personal documents will be returned. **Interested applicants must complete the Public Service Government Employment Application form (156043) and Health Questionnaire form (156094) obtainable at all Government Offices or on the website together with a comprehensive Curriculum Vitae (CV), and original certified copies of ID, educational qualifications, including Academic Records and other relevant documents.** Public Service employees must attach proof of confirmation of probation. Applicants not complying with the above requirements will be disqualified.

Attractive range of benefits includes 13th cheque, pension benefit, medical aid scheme, and leave of absence. ***Previously disadvantaged persons, women and people with disabilities are strongly encouraged to apply.***

Enquiries: Human Resources Division
Telephone: 061-284 8111

Closing Date: 31 October 2023
All applications must be submitted to:

The Acting Executive Director
 Ministry of Mines and Energy
 Private Bag 13297
 Windhoek

OR

Hand delivered at the Ministry of Mines and Energy, 6 Aviation Road, Windhoek.

BRYAN EISEB
ACTING EXECUTIVE DIRECTOR