



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:

OFFICE OF THE EXECUTIVE DIRECTOR

Post designation : **PERSONAL ASSISTANT GRADE 6**
1xPost : **Windhoek**
Scale of salary : N\$ 354 883 – 424 119
Benefits : Housing Allowance: N\$17 424 per annum
: Transport Allowance: N\$10 512 per annum

Minimum requirements: An appropriate Degree on NQF L7, in Business Administration/Management, Office Administration or Secretarial Studies, Office Administration/Management and Technology plus 3 years' experience in office administration/management. Candidates must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Other competencies required:

- Solid writing, communication and presentation skills;
- Proven proficiency in Microsoft office programmes;
- Stakeholder coordination and engagement skills;
- Proven experience in office management or any administrative fields;
- Ability to work independently and a self-starter;
- Time management, planning and organization skills, and
- Confidentiality.

Key responsibilities

- Coordinate and supervise the functions of the office;
- Draft official letters, speeches, analyses and other correspondence;
- Assist the ED with diverse official and private obligations;
- Liaise with Departments/Directorates in the Ministry and with its stakeholders;
- Compile, forward and distribute correspondences;
- Facilitate travel arrangements abroad and locally as well as other support;
- Facilitate meetings and minutes of meetings when required, and
- Manage the diary of the ED.

**DEPARTMENT OF GEOLOGICAL SURVEY
DIRECTORATE: MAPPING AND GEO-INFORMATION**

DIVISION	: GEOPHYSICS
SUBDIVISION	: AIRBORNE GEOPHYSICS
Post Designation	: CHIEF GEOSCIENTIST GRADE 5 (CHIEF GEOPHYSICIST)
1 X Post	: Windhoek
Salary Scale	: N\$ 432 601 – 517 195
Benefits:	: Housing Allowance: N\$17 424 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum Requirements: An appropriate Bachelor of Science (Honours) Degree (or equivalent qualification on NQF L8) in Geophysics, Geology, Physics with Geology background, or Mathematics with Geology background plus 6 years appropriate experience in Geophysics related fields, of which 3 years should be at supervisory level. Candidates must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Additional Requirements:

- MSc in Geophysics or related Earth Sciences will be an added advantage.
- Experience in working with large geospatial databases, preferably geoscience databases will be an advantage.
- Registered member of a relevant professional association/council/organization as a Competent Person or Professional Geoscientist will be an added advantage.
- Competency in geospatial processing software such as ArcGIS, QGIS, Intrepid Geophysics and Geosoft.

Key Responsibilities:

- Design, plan and supervise airborne geophysical surveys;
- Maintenance of geophysical database (storage and security);
- Implement quality assurance and quality control (QA/QC) protocols to ensure the accuracy and reliability of geophysical data;
- Lead and manage a team of geophysicists, technicians, and field support staff, providing guidance and expertise throughout surveys;
- Oversee the processing and interpretation of geophysical data to produce meaningful subsurface models and maps;
- Prepare comprehensive technical reports summarizing survey findings, data interpretations, and recommendations;
- Conducting geoscientific research;
- Providing geo-scientific information to stakeholders;
- Explore and implement new geophysical techniques and technologies to enhance data acquisition and interpretation capabilities;
- Stay updated on advances in geophysical methods, technology, and industry trends;
- Supervise activities of subordinate staff members within the Sub-division in line with the PMS;
- Supervising personnel in the Airborne Geophysics Subdivision;
- Develop and Implement Performance Management System (PMS);
- Support professional development, identify competency-based training needs for staff and evaluate training impact;
- Encourage staff participation in seminar, conferences, workshops, and meetings; and
- Assist Deputy Director in directing activities of the Geophysics Division.

Competencies and Attributes required for the position:

- A high level of integrity, flexibility, and initiative;
- Effective communication skills, attention to detail, and the ability to work in a team; and
- Ability to guide and mentor staff in the Sub-division

DIVISION : **GEOPHYSICS**
SUBDIVISION : **CRUSTAL GEOPHYSICS**
Post Designation : **SENIOR GEOTECHNICIAN GRADE 8**
1x Post : **Windhoek**
Salary Scale : N\$ 238 825 – 285 420
Benefits : Housing Allowance: N\$17 424 per annum
: Transport Allowance: N\$10 512 per annum

Minimum requirements: An appropriate National Technical Diploma on NQF Level 6, plus 3 years appropriate geotechnical experience.

Additional Requirements:

- An NQF Level 7 or higher degree in the Earth Sciences (Geophysics, Geology, Physics, Mathematics, GIS) will be a significant advantage;
- A valid driving license, code B or Higher, with at least 3 years driving experience will be a significant advantage;
- Demonstrate practical knowledge and experience in any geophysical disciplines (magnetic, radiometric, electromagnetic, hyperspectral, seismology, infrasound, remote sensing and gravity)
- Demonstrate practical knowledge and experience using geophysical software, image processing software of airborne geophysics and satellite imagery.

Key responsibilities:

- Assist in planning and preparation of geophysical surveys;
- Independently conduct and manage geophysical surveys;
- Provide theoretical and practical advice on (geophysical monitoring) equipment;
- Manage, calibrate and repair (geophysical monitoring) equipment;
- Ensure sound data management, quality control, quality assurance and data authentication;
- Operate, monitor, manage and repair monitoring equipment of the International Monitoring System (IMS) and CTBTO related equipment;
- Manage and troubleshoot communication, data servers and monitoring equipment (GCI III, NDC, neutron monitor, auxiliary seismic);
- Service and maintain regional seismological stations;
- Prepare and submit monthly IMS reports and ensure they reflect accurate IMS activities undertaken;
- Conduct routine maintenance and visual inspections of IMS sites and infrasound equipment; and
- Operate geomagnetic observatory equipment.

DIRECTORATE: ADMINISTRATION SERVICES

DIVISION : **HUMAN RESOURCES AND FINANCE MANAGEMENT**
SUBDIVISION : **HUMAN RESOURCE DEVELOPMENT**
Post Designation : **CHIEF LEARNING AND DEVELOPMENT OFFICER GRADE 6**
1x Post : **Windhoek**
Salary Scale : N\$ 354 883 – 424 119
Benefits : Housing Allowance: N\$17424 per annum
: Transport Allowance: N\$10 512 per annum

Minimum requirement: An appropriate B-Degree (or equivalent qualification) on NQF L7 in HR Development/HR Management, and/or Public Management/Administration majoring in Human Resource Management, plus six (6) years' experience in Human Resources Development and Performance Management System (Strategic and Planning formulation).

Candidate must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Key Responsibilities:

- Conduct Ministry's TNA every third year or as the need dictates and submit it to the Office of the Prime Minister;
- Coordinate all Training and Development (T&D) activities of the Ministry;
- Collect information from management and compile annual HRD Plans for the Training Committee to recommend for approval by the Executive Director and submit a copy to the Office of the Prime Minister;
- Monitor, evaluate, review and compile reports and statistics of the T&D conducted on an annual basis for management and the Office of the Prime Minister;
- Coordinate and conduct the Induction and Orientation programmes according to the roles defined in the Public Service Induction and Orientation Framework;
- Conduct pre and post T&D briefing in consultation with supervisors;
- Conduct Strategic Generic Training Programmes (SGPS) and develop new training programmes and materials as per the Ministry's unique needs under the guidance of OPM;
- Monitor and assess the execution of the Ministry's T&D annual audit outcomes and Coordinate wellness programs in the Ministry; and
- Compile Performance Management System reports and submit to the Deputy Director.

DIVISION	: INFORMATION TECHNOLOGY
Post Designation	: COMPUTER TECHNICIAN GRADE 11
1 X Post	: Windhoek
Salary Scale	: N\$142 977 – 161 402 (P) p.a
Benefits	: Housing Allowance: N\$13 944 per annum
	: Transport Allowance: N\$10 512 per annum

Minimum Requirements: National Diploma or equivalent qualification in Information Technology on NQF Level 6. Candidates must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Additional Requirements: Proficient in Microsoft Office products (Word, Excel, Power Point, and Outlook).

Key Responsibilities:

- **Technical Support and Troubleshooting:** Provide technical support to end-users, both remotely and in person, resolving issues with hardware, software, and network systems. Respond to helpdesk requests and troubleshoot issues in a timely manner and Escalate complex problems to 2nd-level IT support if necessary.
- **Hardware Installation and Maintenance:** Install, configure, and upgrade computer hardware, including desktops, laptops, printers, and other peripherals. Diagnose and repair hardware issues, replacing components like hard drives, memory, or power supplies as needed. Perform regular maintenance to ensure optimal hardware performance.
- **Software Installation and Troubleshooting:** Install and update operating systems, software applications, and drivers. Troubleshoot and resolve software-related problems, including system crashes, application errors, and compatibility issues. Provide support for antivirus and security software, ensuring systems are protected from malware.
- **Network Setup and Maintenance:** Add computers to the domain. Diagnose and fix network connectivity issues.
- **Training and User Support:** Train users on how to operate new hardware, software, and systems. Provide basic troubleshooting steps for users to resolve minor issues themselves.
- **Inventory Management:** Manage inventory of hardware, software licenses, and IT supplies. Order and maintain stock of replacement parts and equipment as needed.

- **Additional Duties:** Perform other related tasks as assigned by the Deputy Director: Information Technology or any other authorized person, contributing to the overall efficiency and effectiveness of the IT department.

DEPARTMENT : **MINES**
DIVISION : **CONTROLLED MINERALS AND RESEARCH**
Post Designation : **SENIOR ECONOMIST GRADE 7**
1 X Post : **Walvis bay**
Salary Scale : N\$ 291 128 - 347 926
Benefits : Housing Allowance: N\$17424 per annum
: Transport Allowance: N\$10 512 per annum

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF L7 with one or more of the following major subjects: Economics, Accountancy or Cost Accounting or Mineral Economics or Natural Resources or related discipline. Candidate must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

B. Degree in Mineral Economics and Geology will serve as an added advantage.

Key Responsibilities:

The Mineral Economist shall be responsible for, but shall not be limited to the following:

- Financial evaluation of mining projects;
- Analyse the minerals market for mining projects and report performance thereof;
- Record, monitor, control mineral shipments and inspect and verify mineral exports and permits (value and quantities declared), and transit mineral shipments to be exported via the port of Walvis Bay in collaboration with NAMRA;
- Visit mining and exploration operations to observe and record production, export preparation of mineral shipments, stockpiles on site; and
- Supervise the work of the Economist and provide guidance;
- Any other tasks assigned by Head of Division/Head of Department of Mines.

Other competencies required:

- Basic understanding of mining operations and international markets in terms of minerals demand, supply, pricing and trading.
- Basic understanding of future trends, opportunities and challenges facing the minerals industry.
- Strong analytical, written, presentation and communication skills.
- Basic knowledge of the principles of economics and analysis.
- Possess a good understanding of the technical characteristics of the mineral sector which are significant from an economic viewpoint.
- Possess basic understanding of laws and regulations for transit, taxation, customs/duty, port charges and other fees of Namibia and neighbouring countries.

DIRECTORATE : **PETROLEUM AFFAIRS**
DIVISION : **REGULATIONS, COMPLIANCE AND ECONOMIC**
Post Designation : **SENIOR ECONOMIST GRADE 7**
1 X Post : **Windhoek**
Salary Scale : N\$ 291 128 – 347 926
Benefits : Housing Allowance: N\$17424 per annum
: Transport Allowance: N\$10 512 per annum

Minimum requirements: An appropriate B. Degree or equivalent qualification on NQF L7 with one or more of the following major subjects: Economics, Business Economics, Accountancy or Cost Accounting. Candidates must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Key Responsibilities:

The incumbent will assist the Chief Economist (Petroleum) and be responsible for analysing investments, including exploration, development, production and mergers and assessment of financial reports. This will involve developing economic models to support upstream projects as well as conduct economic assessment of the portfolios in exploration, development, and production.

- Review and or Development of Fiscal Regimes (local and international);
- Developing Economic Model for Exploration and Production Assets;
- Assessing the monetary impacts of various contracts and agreements;
- Conduct Petroleum Industry Economic Data Analysis;
- Prepare economic valuations in terms of Annual Work Program and conduct annual reserves review;
- Compile quarterly expenditure reports;
- Conduct and table industry related economic studies;
- Overseeing the daily calculations of the country's Basic Fuel Price;
- Management of Petroleum Downstream Service Contracts;
- Ensure monthly pricing of controlled petroleum products and serve as Secretary to the Ministry's Fuel Price Review Committee;
- Administration of fuel levies on controlled products;
- Economic viability assessment for retail licensing;
- Serve as the country's focal person at the SACU's Interstate Oil Committee; and
- Administration of the Performance Management System for the subdivision.

DIRECTORATE	: ENERGY FUNDS
DIVISION	: NATIONAL ENERGY FUND
SUBDIVISION	: ENERGY FUND PLANNING
Post Designation	: CHIEF ECONOMIST GRADE 6
1x Post	: Walvis Bay
Salary Scale	: N\$354 883 – 424 119
Benefits	: Housing Allowance: N\$17424 per annum
	: Transport Allowance: N\$10 512 per annum

Appointment Requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 with one or more of the following majors: Economics, Business Economics, Accountancy, or Cost Accounting. Candidate must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Additional Requirements: Appropriate (3) years' experience in project administration preferably in energy related environment. The applicant should have sound knowledge of Microsoft Office (Excel, Word, outlook and PowerPoint).

Key Responsibilities:

- Facilitate the safe discharge, receipts and transfer of petroleum products from Marine Oil Tanker Jetty to NOSF and other Fuel Depots terminals;
- Coordinate with of all stakeholders (NAMRA, NAMPORT, NSI, Immigration, Police and Navy) required during the offloading and loading of petroleum products;
- Verify demurrage costs charged during the discharge of petroleum products and submit to the National Energy Fund (NEF);

- Prepare data of all petroleum products discharged from Marine Offloading/Jetty and receipts into the National Oil Storage Facility (NOSF) and other Oil Marketing Companies (OMC's) terminals and submit the report to the NEF;
- Monitor, Verify, Petroleum Products movements/flows from the Marine Oil Tanker Jetty to NOSF and OMC's terminals via Supervisory, Controlling, Acquisition and Data (SCAD) at NOSF into a Petroleum Information System (PIS);
- Verify and reconcile all imports, bunkering activities/volumes sales local, international (export), pipelines, trucks and ship to ship transfers vessels at Walvis Bay Fuel Depots and submit the report to NEF;
- Verify and reconcile the quantities of petroleum products destined for export at Walvis Bay Fuel Depots and submit the report to the NEF;
- Verify and reconcile of all petroleum data for fuel imports, sales, exports, opening and closing inventories for all OMC on a monthly and quarterly basis and submit to the NEF;
- Provide the monthly reports for petroleum products stock levels at Walvis Bay terminals to the NEF;
- Provide assessment report for NOSF's return on investment to the NEF on annual basis;
- Fulfil any other assignments as directed by the Deputy Director of National Energy Funds.

PLEASE NOTE:

Applicants must be Namibian citizens. Only shortlisted candidates will be contacted, and no personal documents will be returned. 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, and attach a comprehensive Curriculum Vitae (CV), and originally certified copies of ID, educational qualifications, including Academic Records and other relevant documents. Public Service employees must attach proof of confirmation of probation in their current positions. All foreign qualifications must be evaluated by the Namibian Qualifications Authority (NQA) and attach proof of such evaluation. A separate application form must be submitted for each post applied for, the post designation and relevant post number (where applicable) must be clearly indicated on each application form. Applicants not complying with the above requirements will be automatically 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 Subdivision
Telephone: 061-284 8111

Closing Date: 18 November 2024

All applications must be addressed to:

The 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.


 Penda Ithindi
EXECUTIVE DIRECTOR

