



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:

DEPARTMENT	: GEOLOGICAL SURVEY
Post Designation	: DIRECTOR GRADE 3
Directorate:	: Mapping and Geo-information
1X Post	: Windhoek
Salary Scale	: N\$ 554 603 – 588 548
Benefits	
Housing Benefit	: N\$ 131 280 per annum
Motor Vehicle Allowance	: Capital Cost: N\$ 94 178 per annum : Running Cost: N\$ 29 455 per annum

Minimum Requirements: An appropriate Bachelor's Degree with Honours (NQF Level 8) in Geology or other Geoscience related fields, plus a minimum of nine (9) years appropriate experience of which six (6) years should be at Management Level. Candidate must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Additional Requirements:

- MSc in Geology or related Earth Sciences (NQF Level 9) is added advantage.
- Registered member of a relevant professional association/council/organization as a Competent Person or Professional Geoscientist.
- Documented management experience, including project management, supervision, budget development and strategic planning.
- Documented experience in conducting geoscientific research, public speaking, and scientific professional writing ability.
- Experience in working with database structures and GIS.
- A broad knowledge of Namibian geology and fieldwork experience.
- Proficiency in geology software, computer skills and database management.
- Demonstrated service-oriented leadership with passion to ensure geologic information is integrated into everyday thinking and decision-making at all levels.

Key Responsibilities:

- Manage and oversee the operations and geological activities of the directorate staff in accordance with the relevant laws and regulations.
- Use combination of technical scientific knowledge and outstanding communication skills to communicate important geosciences issues and initiatives to policymakers.
- Define and develop strategic work planning goals and establish performance expectations and desired outcomes in-line with agreed plans, operating standards, and legal requirements that fulfil the Ministry's and GSN missions.
- Ensure a high-quality geoscience information and advisory service is provided to internal, and external clients including industry, researchers, government, and the community within agreed budgets and timeframes.
- Lead the editing and production of high-quality datasets, map products, publications, information packages, and promotional products; and lead the efficient operation of the online geoscience information systems.
- Collaborate with the DED, DDs and subordinate professional supervisors on the establishment of program priorities, structure, performance deliverables and budget allocations for each program to ensure strategic alignment with Survey and Ministerial plans.
- Effectively manage the capital and operational budgets and high-level work priorities to accomplish deliverables for each program.
- Optimise the use of new technology in the development of geoscience mapping and new geoscience information as a significant attractor for international exploration investment in Namibia.
- Represent the directorate and department on issues relating to geological sciences, policies, and practices, such as serving on interagency committees, professional working groups, and task forces at the local, national, regional, and international levels.
- Review fieldwork programs, geologic maps, reports, and other products prepared by geoscientists within the directorate.
- Attend professional meetings to keep up to date on developments in geology.
- Adhere to and promote the public sector values and Code of Conduct and act with the utmost integrity and professionalism.

Other Competencies and Attributes required for the position:

- Proven ability to provide financial, corporate and management advice and pursue strategic objectives through defined programs and projects.
- The ability to multi-task and meet short notice deadlines.
- A high level of integrity, flexibility, and initiative.
- Effective communication skills, attention to detail, and the ability to work collaboratively in a team.
- The candidate should demonstrate appropriate leadership behaviour, take responsibility, promote accountability, and motivate others.

POST DESIGNATION**: DIRECTOR GRADE 3****Directorate:****: Applied Geoscience****1X Post****: Windhoek****Salary Scale****: N\$ 554 603 – 588 548****Benefits****Housing Benefit****: N\$ 131 280 per annum****Motor Vehicle Allowance****: Capital Cost: N\$ 94 178 per annum****: Running Cost: N\$ 29 455 per annum**

Minimum Requirements: An appropriate B-Degree with Honours (NQF Level 8) in geology or other Geoscience related fields, plus a minimum of nine (9) years appropriate experience of which six (6) years should be at Management Level. Candidate must be in possession of a valid driving licence, Code B or Higher, with at least 3 years driving experience.

Additional Requirements:

- MSc in Geology or related Earth Sciences (NQF Level 9) is added advantage.
- Registered member of a relevant professional association/council/organization as a Competent Person or Professional Geoscientist.
- Documented management experience, including project management, supervision, budget development and strategic planning.
- Substantial experience in advanced geoscience studies and a demonstrated ability to compile high quality comprehensive reports and maps to publication standard.
- Experience in managing collaborative research in geoscience.
- A broad knowledge of Namibian geology and fieldwork experience.
- Proficiency in geology software, computer skills and database management.
- Demonstrated service-oriented leadership with passion to ensure geologic information is integrated into everyday thinking and decision-making at all levels.

Key Responsibilities:

- Lead and manage project-based geoscientific studies at a high technical level to ensure project or task milestones are met on budget and on schedule.
- Coordinate the formulation of geoscientific objective policies and strategic planning for the Applied Geoscience directorate.
- Communicate geoscientific results and participate in peer review of geoscience products.
- Provide advice to the Directorate, Department, Ministry, Government and the public in area of expertise.
- Provide opportunities for staff training and development.
- Liaise with industry, associated bodies and professional organisations to identify trends.
- Contribute to the achievement of institutional objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
- Provide effective leadership within corporate policies and procedures, act with integrity and ensure staff demonstrate ethical behaviours aligned with the public service Code of Conduct.
- Perform other duties/roles as directed.
- Presentations of scientifically accurate information to the public, staff, scientific professionals, executive management, and other government agencies.
- Foster a professional culture that places the Geological Survey among the best within the country and internationally; and
- Develop and review projects and research plans, with ability to adjust deliverables in response to changing scientific information and facilitate timely completion of ongoing projects.

Other Competencies and Attributes required for the position:

- Proven ability to provide financial, corporate and management advice and pursue strategic objectives through defined programs and projects.
- The ability to multi-task and meet short notice deadlines.
- A high level of integrity, flexibility and initiative.
- Effective communication skills, attention to detail, and the ability to work collaboratively in a team.
- The candidate should demonstrate appropriate leadership behaviour, take responsibility, promote accountability, and motivate others.
- Strong written and oral communication skills.

DIRECTORATE
Post Designation
1X Post
Salary Scale
Benefits
Housing Benefit

: ENERGY FUNDS
: DEPUTY DIRECTOR GRADE 4
: Windhoek
: N\$ 517 195 – 543 728
: N\$ 121 560 per annum



Motor Vehicle Allowance : Capital Cost: N\$ 83 106 per annum
: Running Cost: N\$ 27 811 per annum

Minimum Requirements: An appropriate bachelor's degree at NQF Level 7 (or equivalent qualification) in Accounting and Finance, Commerce, Economics and Business Administration plus a minimum of 9 years appropriate experience in the Energy related field. of which five (5) years must be at Mid-level Management. Candidate must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Key Responsibilities:

- Overall responsible and accountable to the Director Energy Fund.
- The applicant must have experience in Energy/petroleum related sector with a proven track record;
- Keeps accounting record and books of the NEF (petroleum levy and electricity levy) as stipulated under section 3 subsection (8) of the Petroleum Products and Energy Amendment Act of 2003.
- Assist in providing direction, organizing, planning and execution of the activities of the NEF subject to the control of the Director Energy Funds.
- Management of the State Account and providing recommendation to the Fuel Price Review Committee.
- Facilitating the audits of the annual financial statements of the NEF, provide quarterly management report of the NEF.
- Prepare the annual estimate income and expenditure of the Fund as stipulated in the Petroleum Products and Energy Amendment Act 2003;
- Manage the Financial Management Information Report (Income Statements, Balance Sheet, Cash Flow Statements, Statements of Owners Equity) on annual basis;
- Assess the viability energy related projects to be funded from the NEF and make recommendations as stipulated in the Petroleum Products Act 13 of 1990 and as Amended in 2003.
- Ensure that the NEF surplus funds invested adhered to the Fund's Investment Policy.
- Review the National Oil Storage Facility Operational Agreements between the NEF and the Operators of the Facility to ensure the Fund's return on investment.
- Provide the Fund's Management Account on monthly and Quarterly basis;
- Facilitate annual auditing of the Fund;
- Facilitate the process of tabling the annual financial report of the Fund in the National Assembly;
- Draft memorandum to Cabinet and Minister on issues related to the Fund and Energy;
- Ensure that the Fund activities comply with Public Procurement Act procedures, State Finance Act, Treasury Authorization are followed.
- Ensure that the NEF accounting system comply with International Financial Reporting Standards (IFRS).
- Facilitate funding to the approved agencies of the state on energy related projects;
- Formulate and Review Policies, regulations and legislation related to NEF.
- Proven ability to provide financial, corporate and management advice and pursue strategic objectives through defined programs and projects
- Perform any other duties as assigned by the Director Energy Funds.

Competencies required:

- Strategic and analytical thinking, planning, leading, interpersonal skills, computer literacy, communication, negotiation, management and presentation skills;
- Sound knowledge of government accounting system, public administration, financial management and project management;
- Ability to lead, motivate and develop individuals;
- Ability to work under pressure and manage diversity; and
- Solid writing, communication and presentation skills.

DIRECTORATE: ENERGY
DIVISION: ELECTRICITY

Post Designation : **DEPUTY DIRECTOR GRADE 4, (RE-ADVERTISEMENT)**
1X Post : **Windhoek**
Salary Scale : N\$ 517 195 – 543 728
Benefits
Housing Benefit : N\$ 121 560 per annum
Motor Vehicle Allowance : Capital Cost: N\$ 83 106 per annum
: Running Cost: N\$ 27 811 per annum

Minimum Requirement: A Bachelor's degree in Electrical Engineering, or Energy related qualification on NQA level 7, plus 9 (nine) years appropriate experience in the Electricity Sector (Generation and Distribution) of which five (5) years must be at Mid-level Management. Candidate must be in possession of a valid driving licence, Code B or Higher, with at least 3 years driving experience.

Other competencies:

- Experience in conducting electricity/energy research and data management;
- Must have good ICT Skills;
- Excellent communication skills (both verbal and writing); and
- Project management skills.

Key Responsibilities:

- The applicant will be responsible for the coordination, execution, monitoring, reporting of all electrification projects countrywide;
- Assist with generation planning and execution of generation projects;
- Drive the National Electrification Policy implementation;
- Provide administrative, financial, and other related support services to the Energy Directorate;
- Assist with the definition, planning and execution of rural and peri-urban electrification projects;
- Drive the attainment of the electrification target as set out in NDP5 and Harambee Prosperity Plan II;
- Develop and drive the electricity distribution sector stakeholder engagement plan and stakeholder satisfaction survey tool; and other;
- Data collection and information dissemination (including report writing);
- Assessing existing data sources and developing a framework for improving and adding data sources that can support the required statistics and information, including identification of stakeholders who have or can collect such data;
- Assist with organisational planning; and
- Overseeing the overall management and administration of the Electricity division.

DIRECTORATE: PETROLEUM AFFAIRS

DIVISION: EXPLORATION, PRODUCTION AND PROMOTION

Post Designation: **DEPUTY DIRECTOR GRADE 4 (RE-ADVERTISEMENT)**
1X Post: **Windhoek**
Salary Scale : N\$ 517 195 – 543 728
Benefits
Housing Benefit : N\$ 121 560 per annum
Motor Vehicle Allowance : Capital Cost: N\$ 83 106 per annum
: Running Cost: N\$ 27 811 per annum

Minimum Requirements: A four (4) year Bachelor's Degree in Geology, Petroleum Engineering, on NQF L8, (or equivalent qualification) plus a minimum of nine (9) years of appropriate experience in petroleum exploration and production, of which five (5) years must be at Mid-level Management. Candidate must be in possession of a valid driving licence, Code B or Higher, with at least 3 years driving experience.

Key Responsibilities:

- Administer the Petroleum Exploration and Production 1992 (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;
- Creates functional strategies and specific objectives for the division and develops budgets/policies/procedures to support the functional infrastructure;
- Making rules and guidelines on the conduct of petroleum operations and other related matters;
- Manage a division function with a broader departmental function; and
- Carry out any other duties as directed by the Petroleum Commissioner and the Director of the Petroleum Affairs Directorate.

Other competencies and attributes:

- Have a sound knowledge of the Namibian upstream petroleum sector;
- Possess good management skills, analytical and problem-solving skills;
- 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.

DIRECTORATE: ADMINISTRATION SERVICES

DIVISION: INFORMATION TECHNOLOGY

Post Designation	: DEPUTY DIRECTOR GRADE 4
1X Post	: Windhoek
Salary Scale	: N\$ 517 195 – 543 728
Benefits	
Housing Benefit	: N\$ 121 560 per annum
Motor Vehicle Allowance	: Capital Cost: N\$ 83 106 per annum
	: Running Cost: N\$ 27 811 per annum

Minimum Requirements: A Bachelor's Degree in Information Technology (System Administration, Network Engineering, Computer Science, Information System Management) or equivalent on NQF level 7 plus a minimum of 9 (nine) years appropriate experience of which five (5) years must be at Mid-level Management in the IT field/environment. Candidate must be in possession of a valid driving licence, Code B or Higher, with at least 3 years driving experience.

Key Responsibility:

- In charge of the day to day operation of the division;
- Recommend appropriate ICT technologies;

- Manage ICT projects contract with third parties to ensure all projects are delivered within budget and time as per scope of work and project charter;
- Enforce adopted standards, methodologies and approaches in the execution of work of the division;
- Keep abreast of latest happenings in the field of ICT TO PROVIDE recommendation for the division to stay up-to-date with the latest trends and happenings in the field of ICT for the Public Sector operations;
- Provide recommendations on business continuity planning, in terms of operations of Data Centre, Disaster recovery center and staffing of the projects to ensure there are no resource risks;
- Develop, manage and support the OSS (operational support systems) and technical systems and associated platforms of the Ministry of Mines & Energy;
- Oversee the development and implementation of the Office's ICT Master Plan;
- Ensure the effective integration of all such system applications capabilities, and thereby contribute towards the increasing interrelatedness of system applications within the Ministry of Mines & Energy;
- Develop and implement the controls, standards, system processes, protocols and operating guidelines that will enable that the system application will operate optimal functionally and efficiency;
- Manage the acquisition of software and hardware;
- Manage the coordination of back-end and front-end infrastructure, and helpdesks;
- Oversee that the Ministry of Mines & Energy has a proper network infrastructure in place
- Conduct ongoing business/systems analysis in these technical areas and identify new network tools/ ideas/technologies that require development & implementation and manage such implementation;
- IT governance and policies
- Budgeting of IT related goods and Services
- Managing the HR resources
- Align/support business needs to IT systems
- Liaise with OPM for national ICT strategy
- Oversee the overall security of the Ministry of Mines & Energy network against intrusions/ hacking/ phishing and many more

DEPARTMENT OF MINES

DIVISION	: SMALL SCALE MINING
POST DESIGNATION	: CHIEF GEOSCIENTIST GRADE 5
1X 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 B.Sc. (Hons) Degree in Geology on NQF Level 8 plus 6 years' appropriate experience in Mining or related fields, of which 3 years should be at a Senior Geoscientist, supervisory level. Candidate must be in possession of a valid driving licence, Code B or Higher, with at least 3 years driving experience.

Additional Requirements: Applicants must have:

- Knowledge of Namibia's mineral resources, small-scale mining (SSM), and applicable laws;
- Ability to work in a team and in remote locations.
- Must be a catalyst for change and champion for continuous improvement; and
- Knowledge in project management will be an added advantage.

Key Responsibilities:

- Educate SSM on the requirements of the Minerals Act and Environmental Management Act to ensure compliance
- Facilitate support to SSM in geochemical analysis and gemmological services.
- Facilitate the provision of technical support services to small-scale miners especially in environmental management.
- Liaise with external agencies and development partners to optimize support to small-scale miners in environmental management.

DIVISION: MINE SAFETY AND OPERATIONS

Post Designation:	: CHIEF INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY GRADE 5
1X Post	: Swakopmund
1X Post	: Opuwo
1X Post	: Luderitz
Salary Scale:	: N\$432 601- 517 195
Benefits:	: Housing Allowance: N\$ 17 424 per annum
	: Transport Allowance: N\$ 10 512 per annum

Minimum Requirement: An appropriate 4 years' Bachelor's Degree in Mining Engineering, Mechanical Engineering on NQF Level 7 (or equivalent qualification), from a recognized tertiary institution plus five (5) years of relevant practical working experience in the mining industry. Candidate must be in possession of a valid driving licence, Code B or Higher, with at least 3 years driving experience.

Additional Requirements:

Candidates must have a valid Blasting Certificate for Underground or Open Pit Mines.

Key Responsibilities:

- Supervision of Inspectors of Mines;
- Conducting inspections on mining operations in Namibia;
- Compilation of Inspection Reports and recommendations for remedial actions with respect to Health and Safety;
- Issuance of Blasting Certificates, recommendation of appropriate mining methods; and
- Conducting investigations into Mine Accidents, Review of Mine Health and Safety Regulations, Compilation of Mine Accident Statistics etc.

Post Designation	: INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY GRADE 6
1X Post	: Swakopmund
1X Post	: Opuwo
Salary Scale	: N\$354 883- 424 119
Benefits	: Housing Allowance: N\$ 17 424 per annum
	: Transport Allowance: N\$ 10 512 per annum

Minimum Requirement:

A four-year Bachelor's Degree in Mining Engineering or Mechanical Engineering on NQF Level 7 (or equivalent qualification), from a recognized tertiary institution plus three (3) years of relevant practical working experience in the mining industry. Candidate must be in possession of a valid driving licence, Code B or Higher, with at least 3 years driving experience.

Additional Requirements:

Candidates must have a valid Blasting Certificate for Underground or Open Pit Mines.

Key Responsibilities:

- Assist the Chief Inspector of Mines, by conducting inspections on mining operations in Namibia and compilation of Inspection Reports and recommendations for remedial actions,

- Issuance of Blasting Certificates, inspections of mining machinery, recommendation of appropriate mining methods, and conducting investigations into Mine Accidents, and
- Reviewing of Mine Health and Safety Regulations, Compilation of Mine Accident Statistics, etc.

DEPARTMENT OF DIAMOND AFFAIRS
DIVISION: WINDHOEK INSPECTION SERVICES

Post Designation : **CONTROL DIAMOND INSPECTOR GRADE 6**
1 X Post : **Windhoek**
Salary Scale : N\$354 883- 424 119
Benefits : Housing Allowance: N\$ 17 424 per annum
: Transport Allowance: N\$ 10 512 per annum

Minimum Requirements: A National Diploma in Business Administration/Management, Public Administration/Management on NQF Level 6 (or equivalent qualification), plus six (6) years appropriate experience in the Mining industry and three (3) years must be at Chief Diamond Inspector Grade 8 level or at supervisory level if coming from outside the Public Service. Candidate must be in possession of a valid driving licence, Code B or Higher, with at least 3 years driving experience.

Key Responsibilities:

- Overhead supervisor and oversee the activities of the subdivision;
- Assist the Deputy Director with preparations of activity reports as per departmental plan;
- Coordinate and facilitate Performance Management activities of the department;
- Monitor, prepare and consolidate inspection reports;
- Facilitate the implementation and coordination of stakeholder engagement plan;
- Monitor the timely submission of Diamond Act Funds budgets and implementation of audit recommendations;
- Perform any other duties and functions as may be delegated by the Director as well as the Diamond Commissioner.

Post Designation : **SENIOR DIAMOND INSPECTOR GRADE 9**
1X Post : **Windhoek**
1X Post : **Luderitz**
2X Post : **Oranjemund**
Salary Scale : N\$ 195 216 – 234 144
Benefits : Housing Allowance: N\$13 944 per annum
: Transport Allowance: N\$ 10 512 per annum

Minimum requirements: A Grade 12 with 20 points in 5 subjects, with an E symbol in English or equivalent Certificate on NQF L3, plus 3 years appropriate experience. Candidate must be in possession of a valid driving licence, Code B or Higher, with at least 3 years driving experience.

Key Responsibilities:

- Senior Diamond Inspectors assist with the overseeing of all daily activities taking place in the diamond industry;
- To take charge or lead important inspections with Diamond Inspectors and report back to the Control Diamond Inspectors in order to make management decision;
- Monitoring and observation of activities on board the Diamond Mining Vessels to ensure compliance;
- Assisting with the monthly reconciliation reports of diamond production figures of local producers/EPL holders; and

- Inspection of surveillance equipment on board the mining vessels and mining plants and make recommendations to Control Diamond Inspectors.

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 originally 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 Subdivision
Telephone: 061-284 8111

Closing Date: 20 May 2024

All applications must be submitted 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.

