



## REPUBLIC OF NAMIBIA

### MINISTRY OF MINES AND ENERGY

## VACANCY

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

### **POSITION 3** **DEPARTMENT DIAMOND AFFAIRS**

<b>1XPOST:</b>	<b>Director Grade 3</b>
<b>Duty Station:</b>	Windhoek
<b>Salary scale:</b>	N\$512 809 – N\$544 196
<b>Motor (vehicle) Allow:</b>	N\$108 770.00 p a
<b>Housing Benefits:</b>	N\$81 558.00 pa

**Minimum Requirement:** A relevant BSc. Degree in Mining/Engineering, Metallurgy and Minerals related qualifications (or equivalent qualification) plus nine (9) years appropriate experience in Mining industry or any other related field, of which three (3) years must be at Management level.

#### **Additional Requirements:**

- A post-graduate qualification on NQF Level 9 will be an added advantage.
- The applicant must have experience in the mining/diamond sector with proven track record;
- Must have knowledge on policies and legal framework governing the mining Industry;

**Key Responsibilities:** The Director is responsible for planning, organizing, directing and controlling allocated resources to purposefully carry out the objectives of the Directorate. Takes responsibility to build, lead manage and motivate a dynamic team to maximize productivity. Regularly assess and evaluate the implementation of internal policies and practices. Provide specialized advice on diamond security and downstream sector. Assist the Deputy Permanent Secretary in implementing the provisions of the Diamond Act, Act 13 of 1999. Ensuring the continuing adequacy and implementation of regulations promulgated under the Act and initiating such additions and amendments to those regulations as may be necessary or advisable.

Applications must be Namibian citizens and/or public servants. Applications (Government employment application form (156043) obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to:

The Permanent Secretary  
Ministry of Mines and Energy

Private Bag 13297  
Windhoek

Attractive range of benefits includes 13<sup>th</sup> cheque, pension fund, medical aid scheme, assistance with relocation expenses, vacation and sick leave. ***Racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.***

**NB: Kindly note that all foreign qualifications should be evaluated by the Namibian Qualifications Authority (NQA). All Public Servants should forward the applications via their respective Human Resources Department.**

**Closing Date: 7 May 2018**

Enquiries: Human Resources Division: Ms. Martha Kavijene / Mr. Ruiga Kaka  
Telephone: 061-284 8111

***Only candidates who meet the requirements will be contacted.***