



REPUBLIC OF NAMIBIA

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## 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: ENERGY**  
**DIVISION: ENERGY PLANNING AND RESEARCH**

<b>Post Designation</b>	<b>: CHIEF ENERGY RESEARCHER GRADE 5</b>
<b>1x Post</b>	<b>: Windhoek</b>
<b>Salary Scale</b>	<b>: N\$ 432 601 – 517 195 per annum</b>
<b>Benefits</b>	<b>: Housing Allowance: N\$17 424 per annum</b>
	<b>: Transport Allowance: N\$10 512 per annum</b>

**Minimum Requirements:** An appropriate Bachelor degree in an energy related field or equivalent qualification on NQF Level 7, plus 6 years appropriate experience in the electricity supply sector of which 3 years must be at supervisory level. Candidate must be in possession of a valid driving licence, Code B or Higher, with at least 2 years driving experience.

**Other competencies and attributes required for the position:**

Applicants should have a thorough knowledge of the Electricity Supply Industry, its stakeholders, plans (NIRP, REDMP), Policies (NEP, NREP), have a demonstrable ability and knowledge to conduct research, be fully computer literate, excellent planning and management skills, strong presentation, oral and written communication skills, good analytical, report writing and organizational skills. An Honours degree qualification in an Energy related field will be an added advantage.

**Key Responsibilities:**

- Strategic contribution and management;
- Energy research;
- Stakeholder relations;
- People management;
- Project management;
- Electricity Supply Industry Performance; and
- Innovation.

*All official correspondence must be addressed to the Executive Director*

## DEPARTMENT OF MINES

**DIVISION : SMALL SCALE MINING**

**Post Designation : SENIOR GEOSCIENTIST GRADE 6**  
**1X Post : Windhoek**  
**Salary Scale : N\$354 883 - 424 119 per annum**  
**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 3 years' appropriate experience in Mining or related fields. Candidate must be in possession of a valid driving licence, Code B or Higher, with at least 2 years driving experience.

**Other competencies and attributes required for the position. 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:**

- Provide relevant geological information and technical assistance to SSM;
- Educate SSM on the requirements of the Minerals Act and conducting monitoring activities at small-scale mining sites to ensure compliance with the Act;
- Assist SSM to access local and international markets;
- Implement small-scale mining capital projects; and
- Maintain a database of all SSM activities nationwide.

## **DIVISION: MINE SAFETY AND OPERATIONS**

**Post Designation : INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY GRADE 6**  
**1X Post : Lüderitz**  
**Salary Scale : N\$354 883 - 424 119 per annum**  
**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 8 (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 2 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.



**DIVISION : MINERAL RIGHTS AND RESOURCES DEVELOPMENT**

**Post Designation : GEOSPATIAL TECHNICIAN (CARTOGRAPHER) GRADE 9**  
**1 X Post : Windhoek**  
**Salary Scale : N\$195 216 – 234 144 per annum**  
**Benefits : Housing Allowance: N\$13 944 per annum**  
**: Transport Allowance: N\$10 512 per annum**

**Minimum Requirements:** An appropriate National Diploma on NQF Level 6 in Cartography, Geographic Information Systems (GIS) or Geo-information Technology or Geo-spatial Information Science in Geology. Candidate must be in possession of a valid driving licence, Code B or Higher, with at least 2 years driving experience.

**Key Responsibilities:**

- To receive applications for mineral rights and to capture them in the license database, including all details of the applicant;
- To generate topographic maps in respect of these applications, using the coordinates submitted by the applicants. During this exercise, they also advise applicants whether the area is open, in case a client intended to apply for the same mineral commodities overlapping an area with existing rights;
- To assist clients in locating certain features observed in the field and see how such features geographically relate to certain mineral licenses or mining claims. This includes verifying and correcting coordinates on applications for mining claims as verified during site visits; and
- On a daily basis, update the system with any changes brought to their attention. Similarly, on a monthly basis, they generate a mineral rights map on the ministry portal for public viewing.

**DIRECTORATE: ENERGY FUNDS**  
**OFFICE OF THE DIRECTOR**

**Post Designation : PRIVATE SECRETARY GRADE 9**  
**1 X Post : Windhoek**  
**Salary Scale : N\$195 216 – 234 144 per annum**  
**Benefits : Housing Allowance: N\$13 944 per annum**  
**: Transport Allowance: N\$10 512 per annum**

**Minimum Requirements:** An appropriate National Diploma on NQF Level 6 in Business Administration/Management, Office Administration or Secretarial Studies, Office Administration/Management and Technology or equivalent qualification.

**Other competencies and attributes required for the position. Applicants must have:**

- Good communication and organising skills;
- Good command of written and spoken English; and
- Good Computer skills (Microsoft office programs).

**Key Responsibilities:**

- Manage the diary of the Director and arrange all appointments of the Director;
- Recording of all incoming and outgoing correspondences and timely process them as well as producing, storing and retrieving correspondences and other official documents;
- Drafting of correspondences for the Director;
- Screening and channeling of telephone calls and visitors;
- Ordering the stationaries and ordering of office supplies for the Office of the Director;
- Taking minutes at meetings where so required;
- Screening and channeling of telephone calls and visitors;



- Make reservations and travelling arrangements and taking care of all other logistical matters;
- Liaising with other Departments/Directorates in the Ministry and other OMAs;
- Compiling, forwarding, and distributing of correspondences;
- Performing of elementary clerical work; the taking and relaying of messages; and
- Filing and safe keeping of documents.

**DEPARTMENT OF GEOLOGICAL SURVEY**  
**DIVISION: GEOPHYSICS**  
**SECTION: TSUMEB SEISMIC STATION**

<b>Post Designation</b>	<b>: GEOTECHNICIAN GRADE 9</b>
<b>1x Post</b>	<b>: Tsumeb</b>
<b>Salary Scale</b>	<b>: N\$195 216 – 234 144 per annum</b>
<b>Benefits</b>	<b>: Housing Allowance: N\$13 944 per annum</b>
	<b>: Transport Allowance: N\$ 10 512 per annum</b>

**Minimum requirements:** An appropriate National Technical Diploma on NQF Level 6 or equivalent.

**Additional requirements:**

- An NQF level 8 Degree in the Earth and Engineering Sciences (Geophysics, Physics, GIS, Electrical/ Electronic Engineering) will be a significant advantage.

**Other competencies and attributes required for the position. Applicants must have:**

- Demonstrate practical knowledge and experience in geophysical instruments (magnetic, seismology, infrasound, radionuclide and remote sensing) or related instruments.

**Key responsibilities:**

- Provide specialized theoretical and practical advice on geophysical equipment;
- Manage, calibrate and repair geophysical 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;
- Conduct routine maintenance and visual inspections of IMS sites and infrasound equipment;
- Operate geomagnetic observatory equipment; and
- Take initiative, conduct research, work independently and in a team environment.

**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 13<sup>th</sup> 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: 01 July 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.



MINISTRY OF MINES AND ENERGY  
OFFICE OF THE  
EXECUTIVE DIRECTOR  
2024-05-30  
Penda Ithindi  
EXECUTIVE DIRECTOR  
Private Bag 13297  
Windhoek