



## 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 1**

### **DEPARTMENT GEOLOGICAL SURVEY OF NAMIBIA (GSN)**

<b>1XPOST:</b>	<b>Deputy Permanent Secretary Grade 2</b>
<b>Duty Station:</b>	Windhoek
<b>Salary Scale:</b>	N\$ 555 080-589 055
<b>Motor Vehicle Allowance:</b>	N\$138 288 p a
<b>Housing Allowance:</b>	N\$ 97 282 p a

**Minimum Requirement:** A relevant BSc. (Hons) degree in Applied Geosciences related disciplines (or equivalent qualification) plus 9 years appropriate experience in the Geosciences Industry or any other related field, of which five (5) years must be at management level.

### **Additional Requirements:**

- A post-graduate qualification on NQF Level 9 will be an added advantage.
- The candidate should have leadership skills, experience in developing of plans and policies in accordance with the organizational and national strategies.
- The candidate should have good human relations skills.

### **Key Responsibilities:**

- Developing Geological Survey Strategic Plans that fulfill the Ministry's aims and objectives.
- Manages and monitor departmental performance to ensure progress and strategic objectives are achieved.
- Monitors and evaluates the implementation of the departmental budget.
- Manage and ensure the Geological Survey activities are in accordance with the relevant laws and regulations.
- Implementation of relevant laws and regulations in order to achieve the objectives and programs of the GSN and the government.
- Communicating important geosciences issues and initiatives to policymakers.
- Supervising and managing researchers and research projects.
- Sustain and enhance the environment for creative research and service to meet the needs of the geosciences and contribute towards socio-economic development.
- Provide administrative and scientific leadership in the areas of basic and applied research in the geosciences.

- Maintain an awareness of significant developments in geoscience research and relevant technology to anticipate the directions of geoscience research and applications.
- Perform strategic tasks as required or delegated by the Permanent Secretary from time to time.

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 Kavijtjene / Mr. Ruiga Kakia  
Telephone: 061-284 8111

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