



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 suitable qualified candidates to apply for the following vacant positions:

1. 1X CHIEF GEOSCIENTIST GRADE 5, DEPARTMENT: GEOLOGICAL SURVEY, DIRECTORATE: MAPPING AND GEO-INFORMATION;
2. 4X CHIEF GEOSCIENTIST GRADE 5, DEPARTMENT: GEOLOGICAL SURVEY, DIRECTORATE: APPLIED GEOSCIENCE;
3. 1X CHIEF ENGINEER GRADE 5, DIRECTORATE: ENERGY, DIVISION: ELECTRICITY;
4. 3X SENIOR GEOSCIENTIST GRADE 6, DEPARTMENT: GEOLOGICAL SURVEY, DIRECTORATE: MAPPING AND GEO-INFORMATION; **(2X RE-ADVERTISEMENT);**
5. 1X SENIOR GEOSCIENTIST GRADE 6, DEPARTMENT: GEOLOGICAL SURVEY, DIRECTORATE: APPLIED GEOSCIENCE;
6. 1X INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY GRADE 6, DIRECTORATE: PETROLEUM AFFAIRS, DIVISION: REGULATIONS, COMPLIANCE AND ECONOMICS;
7. 1X ENGINEER GRADE 6, DIRECTORATE: ENERGY, DIVISION: ELECTRICITY;
8. 1X SENIOR ENERGY RESEARCHER GRADE 6, DIRECTORATE: ENERGY, DIVISION: ENERGY;
9. 1X SENIOR ANALYST PROGRAMMER GRADE 7, DIRECTORATE: ADMINISTRATION SERVICES, DIVISION: INFORMATION TECHNOLOGY;
10. 1X GEOSCIENTIST GRADE 8, DEPARTMENT: GEOLOGICAL SURVEY, DIRECTORATE: MAPPING AND GEO-INFORMATION;
11. 1X GEOSCIENTIST GRADE 8, DEPARTMENT: GEOLOGICAL SURVEY, DIRECTORATE: APPLIED GEOSCIENCE;
12. 1X ENERGY RESEARCHER GRADE 8, DIRECTORATE: ENERGY, DIVISION: RENEWABLE ENERGY **(RE-ADVERTISEMENT);**
13. 1X ECONOMIST GRADE 8, DIRECTORATE: ENERGY FUNDS, DIVISION: SOLAR REVOLVING FUND;
14. 1X ACCOUNTANT GRADE 8, DIRECTORATE: ENERGY FUNDS, DIVISION: NATIONAL ENERGY FUNDS;
15. 1X SECURITY OPERATIONS OFFICER GRADE 8, OFFICE OF THE EXECUTIVE DIRECTOR, DIVISION: SECURITY AND RISK MANAGEMENT SERVICES;
16. 1X ACCOUNTANT GRADE 8, DIRECTORATE: ADMINISTRATION SERVICES, DIVISION: HUMAN RESOURCES AND FINANCE MANAGEMENT; AND
17. 1X CHIEF COMPUTER TECHNICIAN GRADE 9, DIRECTORATE: ADMINISTRATION SERVICES, DIVISION: WINDHOEK INSPECTION SERVICES.

Closing Date: 23 SEPTEMBER 2024

Detailed information is available on the Ministry's website: www.mme.gov.na, MME Facebook, Twitter and Instagram.

Penda Ithindi
EXECUTIVE DIRECTOR

2024-08-22
Bag 13297
WINDHOEK



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MINISTRY OF MINES AND ENERGY

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WINDHOEK

VACANCY

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

DEPARTMENT OF GEOLOGICAL SURVEY DIRECTORATE: MAPPING AND GEO-INFORMATION

DIVISION : GEO-INFORMATION
SUBDIVISION : GEO-DATA MANAGEMENT
Post Designation : CHIEF GEOSCIENTIST GRADE 5
1 X Post : Windhoek
Salary Scale : N\$ 432 601 – 517 195
Benefits: : Housing Allowance: N\$17424 per annum
: Transport Allowance: N\$10 512 per annum

Minimum Requirements: An appropriate B.Sc. (Honours) Degree in Geology, Computer Science with Geology background, Geoscience Data Management or equivalent Earth Science degree at NQF L8 plus 6 years appropriate experience in Geosciences and Geo-Information 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 Geology, Computer Science with Geology background, Geoscience Data Management or related Earth Sciences, with IT background (NQF L9) 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 and Geosoft.

Key Responsibilities:

- Supervise activities of subordinate staff members within the Sub-division in line with the PMS;
- Implement PMS by developing performance agreements and monitoring performance quarterly and annually for the Sub-division;
- 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 Geo-Information Division;
- Conducting geoscientific data research: research on current/modern geodata technology and techniques with the view of publications;

All official correspondence must be addressed to the Executive Director

- Management of geospatial data (data acquisition, processing, and interpretation);
- Deliver standardized and customized geoscience data to users (internal and external) on demand;
- Develop conditions and best practice for use, accessibility, and distribution of quality geoscience data;
- Reviewing, cataloguing, and managing geoscience spatial data;
- Develop GSN Data standard formats;
- Management of the Earth Data Namibia database (EDN);
- Implement and manage the National Spatial Data Infrastructure (NSDI); and
- Develop and disseminate custom made geoscience products.

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 collaboratively in a team; and
- Ability to guide and mentor staff in the Sub-division

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| DIVISION | : GEOPHYSICS |
| SUBDIVISION | : INTERPRETATION GEOPHYSICS |
| Post Designation | : SENIOR GEOSCIENTIST GRADE 6 (RE-ADVERTISEMENT) |
| 1 X Post | : Windhoek |
| Salary Scale | : N\$ 354 883 – 424 119 |
| Benefits | : Housing Allowance: N\$17424 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 3 years appropriate experience. Candidates must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Additional Requirements:

- Experience in geophysical disciplines (magnetic, radiometric, electro-magnetic, hyperspectral, seismology, remote sensing, and gravity) and their related interpretations;
- Sound knowledge and experience in ground geophysical surveys and instruments.
- Good understanding and knowledge of methods and software for geophysical data interpretation and integration with all available geological information.

Key responsibilities:

- Ground geophysical data acquisition, processing and interpretation projects;
- Data management, quality control, quality assurance and data authentication;
- Independently conduct and manage geophysical and geotechnical surveys;
- Process, interpret geophysical data and compile technical reports;
- Conduct geophysical research and publish findings; and
- Provide geophysical technical inputs and work in collaboration with other directorates.

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| DIVISION | : REGIONAL GEOSCIENCE |
| SUBDIVISION | : STRATIGRAPHY (PHARANEROZOIC GEOLOGY) |
| Post Designation | : SENIOR GEOSCIENTIST GRADE 6 (RE-ADVERTISEMENT) |
| 1 X Post | : Windhoek |
| Salary Scale | : N\$ 354 883 – 424 119 |
| Benefits | : Housing Allowance: N\$17424 per annum |
| | : Transport Allowance: N\$10 512 per annum |

Minimum requirements: An appropriate B.Sc. (Honours) Degree in Geology or equivalent Earth Science at NQF L8, plus 3 years appropriate experience in geological field mapping. Candidates must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Additional requirements:

- Experience in conducting scientific geological research, as well as supervising and training junior Geoscientist staff;
- A broad knowledge of Namibian geology is essential; and
- Computer-literacy.

Key Responsibilities:

- The candidate will be expected to take initiative, work in a team environment, and provide knowledge and skill transfer to junior staff and be responsible for regular staff training;
- The position incorporates periods of field work in remote areas;
- Undertake geological field mapping;
- Prepare reports, thematic maps, and charts;
- Conduct geological research;
- Sampling and identifying rocks and minerals through appropriate mineralogical, petrologic, and geochemical analytical techniques;
- Write and prepare geological reports and papers for publication; and
- Supervise and train junior staff.

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| DIVISION | : REGIONAL GEOSCIENCE |
| SUBDIVISION | : GIS AND REMOTE SENSING |
| Post Designation | : SENIOR GEOSCIENTIST GRADE 6 |
| 1 X Post | : Windhoek |
| Salary Scale | : N\$ 432 601 – 517 195 |
| Benefits: | : Housing Allowance: N\$17424 per annum |
| | : Transport Allowance: N\$10 512 per annum |

Minimum Requirement: An appropriate B.Sc. (Honours) Degree in Geology or equivalent Earth Science degree at NQF L8, plus 3 years appropriate experience in geological field mapping and remote sensing. Candidates must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Additional requirements:

- Experience in conducting scientific geological research, as well as supervising and training junior Geoscientist staff;
- A broad knowledge of Namibian geology is essential;
- The successful candidate should be able to work independently and possess good communication skills, both orally and in writing; and computer-literacy; and
- The candidate should be hardworking, honest, and trustworthy.

Job Responsibilities

- Undertake geological field mapping;
- Prepare reports, thematic maps, and charts;
- Conduct geological research;
- Sampling and identifying rocks and minerals through appropriate mineralogical, petrologic, and geochemical analytical techniques;
- Write and prepare geological reports and papers for publication;
- Supervise and train junior staff;
- In addition, the candidate will be expected to take initiative, work in a team environment, and provide knowledge and skill transfer to junior staff and be responsible for regular staff training; and
- The position incorporates periods of field work in remote areas.

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| DIVISION | : REGIONAL GEOSCIENCE |
| SUBDIVISION | : TECTONICS (PROTEROZOIC GEOLOGY) |
| Post Designation | : GEOSCIENTIST GRADE 8 |
| 1 X Post | : Windhoek |
| Salary Scale | : N\$238 825 – 285 420 |
| Benefits | : Housing Allowance: N\$17424 per annum |
| | : Transport Allowance: N\$10 512 per annum |

Minimum requirements: An appropriate B.Sc. (Honours) degree in Geology or equivalent Earth Science at NQF L8. Candidates must be in possession of a valid driving license, Code B or Higher.

Additional requirements:

- A broad knowledge of Namibian geology is essential; and
- Good communication skills, both orally and in writing.

Job Responsibilities

- Undertake geological field mapping;
- Prepare reports, thematic maps, and charts;
- Conduct geological research;
- Sampling and identifying rocks and minerals through appropriate mineralogical, petrologic, and geochemical analytical techniques;
- Write and prepare geological reports and papers for publication;
- The successful candidate can do field work in remote area for an extended period; and
- In addition, the candidate will be expected to take initiative and work in a team environment.

DIRECTORATE: APPLIED GEOSCIENCE

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| DIVISION | : GEOCHEMISTRY AND LABORATORY |
| SUBDIVISION | : ANALYTICAL GEOCHEMISTRY |
| Post Designation | : CHIEF GEOSCIENTIST GRADE 5 |
| 1 X Post | : Windhoek |
| Salary Scale | : N\$ 432 601 – 517 195 |
| Benefits: | : Housing Allowance: N\$17424 per annum |
| | : Transport Allowance: N\$10 512 per annum |

Minimum Requirements: An appropriate Bachelor's Degree with Honours (NQF Level 8) in Geology, Geochemistry or Analytical Chemistry with Geology background, plus 6 years appropriate experience in geology/geochemistry or analytical chemistry, 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 Geology, Geochemistry or Analytical Chemistry with Geology background (NQF L9) will be an added advantage;
- Registered member of a relevant professional association/council/organization as a Competent Person or Professional Geoscientist **will be an added advantage**;
- Competency in analytical and geochemical method development;
- Experience in conducting geoscientific research, as well as supervising and training junior staff; and
- The successful candidate should be able to work independently and possess good communication skills, both orally and in writing.

Key Responsibilities:

- Supervise and oversee the laboratory operations and related activities;
- Providing mentorship and guidance of staff;

- Oversee the maintenance services and repairs of all laboratory equipment;
- Conducting quality control on all analytical processes and data for ICP, XRF, XRD, AAS.
- Develop and Implement Performance Management System;
- Developing Quality Control Measures and Standard Operating Procedures in the Laboratory workflow;
- Ensuring purchase of laboratory consumables and supplies;
- Managing and maintaining of Geochemistry Databases;
- Conducting geoscientific research; and
- Provide credible analytical data and information to stakeholders;

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 collaboratively in a team;
- Competency in computer software programmes such as GEOSOFT OASIS, LIMS, ArcGIS; and
- Competency in the operation of laboratory instruments (ICP, XRF, XRD, AAS).

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| SUBDIVISION | : REGIONAL GEOCHEMISTRY |
| Post Designation | : CHIEF GEOSCIENTIST GRADE 5 |
| 1 X Post | : Windhoek |
| Salary Scale | : N\$ 432 601 – 517 195 |
| Benefits: | : Housing Allowance: N\$17424 per annum |
| | : Transport Allowance: N\$10 512 per annum |

Minimum Requirements: An appropriate Bachelor's Degree with Honours (NQF Level 8) in Geology, Applied Geochemistry or Earth Science related fields, plus 6 years appropriate experience in geology/geochemistry, 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 Geology, Applied Geochemistry or Earth Science related fields with Geology background (NQF L9) will be an added advantage.
- Registered member of a relevant professional association/council/organization as a Competent Person or Professional Geoscientist **will be an added advantage.**
- Competency in exploration and geochemical mapping methods.
- Experience in conducting geoscientific research, as well as supervising and training junior staff.
- The successful candidate should be able to work independently and possess good communication skills, both orally and in writing.

Key Responsibilities:

- Develop and Implement Performance Management System;
- Planning, designing, and supervising geochemical sampling surveys;
- Managing and maintaining of Geochemistry Databases and geochemical sample storage facilities;
- Providing geo-scientific information to stakeholders;
- Developing Quality Control measures and Standard Operating Procedures for the Geochemical Sampling Programme; and
- Conduct and Supervise Geoscience research; and
- Processing and interpreting geochemical data for map production and integration with all available geological information.

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 collaboratively in a team.
- Competency in computer software such as; ArcGIS, GEOSOFT, Q-GIS and any other relevant software.

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| DIVISION | : ENGINEERING AND ENVIRONMENT |
| SUBDIVISION | : GEO-ENGINEERING |
| Post Designation | : CHIEF GEOSCIENTIST GRADE 5 |
| 1 X Post | : Windhoek |
| Salary Scale | : N\$ 432 601 – 517 195 |
| Benefits: | : Housing Allowance: N\$17424 per annum |
| | : Transport Allowance: N\$10 512 per annum |

Minimum Requirement: An appropriate B.Sc. (Honours) degree in Geology or equivalent at NQF L8, plus 6 years appropriate experience, 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 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 **will be an added advantage;**
- Candidate should have theoretical and practical knowledge in Engineering Geology;
- Experience in implementing plans and policies in accordance with the organization and national strategies;
- Relevant experience in Engineering Geology projects, including 3 or more of the following areas: Geo-environmental pollution investigation; Groundwater and soil geochemistry; Engineering geological investigation; Geological hazard mapping; Geoscientific data management;
- Experience in undertaking scientific research in Engineering and Environmental Geology; and
- The successful applicant must have supervisory skills.

Key responsibilities:

- Conduct and supervise Engineering and Environmental Geology investigations projects;
- Provide advice to stakeholders;
- Supervising junior geoscientists;
- Contribute to the ministerial and divisional planning process;
- Respond to geohazard incidences reported to the division; and
- Be available for any other ministerial responsibilities as required.

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 collaboratively in a team.
- Competency in geoscience data processing software programmes such as GEOSOFT, ArcGIS.

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| DIVISION | : ECONOMIC GEOLOGY |
| SUBDIVISION | : INDUSTRIAL MINERALS AND DIMENSION STONES |
| Post Designation | : CHIEF GEOSCIENTIST GRADE 5 |
| 1 X Post | : Windhoek |
| Salary Scale | : N\$ 432 601 – 517 195 |
| Benefits: | : Housing Allowance: N\$17424 per annum |
| | : Transport Allowance: N\$10 512 per annum |

Minimum Requirement: An appropriate B.Sc. (Honours) degree in Geology or equivalent at NQF L8, with at least 6 years appropriate experience, 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 Geology, Applied and Exploration Geology or Earth Science related fields with Geology background (NQF L9) will be an added advantage;
- Registered member of a relevant professional association/council/organization as a Competent Person or Professional Geoscientist **will be an added advantage;**
- Competency in exploration and mineral perspective mapping methods;
- Experience in conducting geoscientific research, as well as supervising and training junior staff; and
- The successful candidate should be able to work independently and possess good communication skills, both orally and in writing.

Key responsibilities:

- Plan, lead, and direct sub-divisional activities;
- Supervise subordinate geoscientists;
- Maintain and keep up to date the national mineral inventory database;
- Conduct research on ore genesis to improve knowledge base necessary to guide and stimulate mineral exploration;
- Track and maintain data and information contribution by the mining industry for reference;
- Conduct assessment of mineral potential to attract local and foreign direct investment for mineral value chain development;
- Publish and disseminate data, maps, and economic geology reports;
- Proactively engage mineral potential investor;
- Contribute to the ministerial strategic planning process; and
- Provide geoscience expertise to support sustainable development objectives of the government.

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| DIVISION | : ECONOMIC GEOLOGY |
| SUBDIVISION | : PRECIOUS BASE AND RARE METAL |
| Post Designation | : SENIOR GEOSCIENTIST GRADE 6 |
| 1 X Post | : Windhoek |
| Salary Scale | : N\$ 354 883 – 424 119 |
| Benefits: | : Housing Allowance: N\$17424 per annum |
| | : Transport Allowance: N\$10 512 per annum |

Minimum requirements: An appropriate B.Sc. (Honours) degree in geology or equivalent Earth Science at NQF L8, with at least 3 years appropriate experience in the geological field. Candidates must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Key responsibilities:

- Maintain mineral and exploration database;
- Conduct research on ore genesis to stimulate mineral exploration;
- Conduct mineral potential studies to attract local and foreign direct investment;
- Conduct field investigation on mineral occurrences and deposits;
- Compile and disseminate data, maps, and economic geology reports;
- Supervise subordinate geoscientists; and
- Provide geoscience information to stakeholders.

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| DIVISION | : ENGINEERING AND ENVIROMENT |
| SUBDIVISION | : GEO ENGINEERING |
| Post Designation | : GEOSCIENTIST GRADE 8 |
| 1 X Post | : Windhoek |
| Salary Scale | : N\$238 825 – 285 420 |
| Benefits: | : Housing Allowance: N\$17424 per annum |
| | : Transport Allowance: N\$10 512 per annum |

Minimum Requirement: An appropriate B.Sc. (Honours) Degree in Geology or equivalent Earth Science degree at NQF L8. The candidate must have completed modules on Engineering Geology, Geochemistry and Environmental Geology as part of their earth science qualification. The candidate must be in possession of a valid driving license, Code B or Higher.

Key responsibilities:

- Conducting engineering and environmental geology research or investigation, focusing on Geological hazard mapping, Engineering Geological field surveys and data management, Mineral contamination investigations.
- Preparing Engineering and Environmental geology reports.
- Managing and populating geoscientific geodatabases.
- Providing advice and information relevant to the Engineering and environmental geology of the country and ensure that such information is made available.
- Preparing and conducting presentations at national and international events.

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| DIRECTORATE | : PETROLEUM AFFAIRS |
| DIVISION | : REGULATIONS, COMPLIANCE AND ECONOMICS |
| POST DESIGNATION | : INSPECTOR: OCCUPATIONAL HEALTH & SAFETY 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 Requirements: An appropriate 4-year Bachelor of Science degree in environmental science and or natural resources management at NQF L7. Candidate must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience. A Petroleum Engineering degree NQF Level 8 will be an added advantage.

Key Responsibilities:

- Monitor and Evaluate Operator's compliance with Safety, Health, Environment and Quality (SHEQ) procedures, and benchmark the industry's best practices.
- Monitor and Evaluate Operator's compliance against specified processes operating conditions and philosophy.
- Provide technical and process improvement support.
- Ensure maintenance and reliability compliance.
- Process efficiency, planning and reporting (weekly, monthly, quarterly, and annually).
- Provides simulation and assessment on prospect vessels pre-discharge.
- Enforcement of regulations on health, safety and welfare of persons, protection of property, the environment, and natural resources.
- Collect samples of petroleum products or other substances from any petroleum operation for analysis.
- Inspection of any machinery or equipment used in connection with petroleum operations.
- Produce petroleum accounting reports (Import, exports, bunkering, re-branding, inventory on hand, derived from a petroleum accounting system to the National Energy Fund).
- Execute any other duties assigned by the manager and the Chief Inspector.

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| DIRECTORATE | : ENERGY |
| DIVISION | : ELECTRICITY |
| SUBDIVISION | : ELECTRICITY SUPPLY AND DISTRIBUTION |
| Post Designation | : CHIEF ENGINEER GRADE 5 |
| 1 X Post | : Windhoek |
| Salary Scale | : N\$ 432 601 – 517 195 |
| Benefits | : Housing Allowance: N\$17424 per annum : Transport Allowance: N\$10 512 per annum |

Minimum Requirements: An appropriate Bachelor's Degree in Electrical Engineering, or any Energy related qualification on NQF Level 7 plus six (6) years appropriate experience in the Electricity Sector (Generation and Distribution) of which 3 years must be at a supervisory level. Candidate must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Note: Applicants must be registered as Professional Engineer/Incorporated Engineering with the Engineering Council of Namibia (ECN) and proof of registration should accompany the application.

Additional Requirements:

- Experience in conducting electricity/energy research and data management;
- Must have good ICT skills; 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 planning and execution of rural and peri-urban electrification projects;
- Drive the attainment of the electrification target as set out in NDP's and Harambee Prosperity Plans;
- Develop and drive the electricity distribution sector stakeholder engagement plan and stakeholder satisfaction survey tool; and other;
- 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.

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| Post Designation | : ENGINEER GRADE 6 |
| 1 X Post | : Windhoek |
| Salary Scale | : N\$ 354 883 – 424 119 |
| Benefits | : Housing Allowance: N\$17424 per annum : Transport Allowance: N\$10 512 per annum |

Minimum Requirements: An appropriate Bachelor's Degree in Electrical Engineering, or any Energy related qualification on NQF Level 7 plus three (3) years appropriate experience in the Electricity Sector (Generation and Distribution). Candidate must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience

Note: Applicants must be registered as Professional Engineer/Incorporated Engineering with the Engineering Council of Namibia (ECN) and proof of registration should accompany the application.

Additional Requirements:

- Experience in conducting electricity/energy research and data management; and
- Proven experience in Project Management.

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.

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| DIVISION | : ENERGY |
| SUBDIVISION | : ENERGY PLANNING AND RESEARCH |
| Post Designation | : SENIOR ENERGY RESEARCHER 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 Requirements: An appropriate Bachelor's Degree in Electrical Engineering, or any Energy related qualification on NQF Level 7 plus three (3) years appropriate experience in the Electricity Supply Sector. Candidates must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Additional Requirements: applicants should have a thorough knowledge of the Electricity Supply Industry, its stakeholders, plans (NIRP, REDMP), Policies (NEP, NREP), proven experience in conducting 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.

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| POST DESIGNATION | : ENERGY RESEARCHER GRADE 8 (RE-ADVERTISEMENT) |
| DIVISION | : RENEWABLE ENERGY |
| 1 X Post | : Windhoek |
| Salary Scale | : N\$238 825 – 285 420 |
| Benefits | : Housing Allowance: N\$17424 per annum : Transport Allowance: N\$10 512 per annum |

Minimum Requirements: An appropriate Bachelor's Degree in Electrical Engineering, or any Energy related qualification on NQF Level 7 (or equivalent qualification on NQF L7). Candidate must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

Additional Requirements:

- An appropriate 1 years' experience in the Electricity/Energy sector.
- Candidates must have practical knowledge in energy data collection, project planning, implementation and economic analysis; and

Note: The position requires extended period of fieldwork and candidates must be prepared to work in the field.

Key responsibilities:

- Engage with investors in business opportunities in renewable energy development in the country;
- Encourage and promote the use of renewable/ sustainable energy resources within the country;
- Represent the division/directorate on various technical committees related to RE and EE issues;
- Support the directorate on Green Hydrogen projects.
- Implementation and monitoring (carrying out site inspections and renewable energy surveys) of rural electrification of public institutions with renewable energy solutions projects;
- Provide technical and practical advice and offering training on renewable energy and energy efficiency, and
- Facilitating environmental clearance certificates for renewable energy projects as provided for under the Environmental Management Regulations.

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| DIRECTORATE | : ENERGY FUNDS |
| DIVISION | : NATIONAL ENERGY FUND |
| SUBDIVISION | : ENERGY FUND PLANNING |
| Post Designation | : ECONOMIST GRADE 8 |
| 1x Post | : Walvis Bay |
| Salary Scale | : N\$238 825 – 285 420 |
| 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 major: 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:

- Assist with safe discharge, receipts and transfer of petroleum products from Marine Offloading Facility/Jetty to Walvis Bay Fuel Depots terminals;
- Coordinate with 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;
- 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 National Oil Storage Facility's return on investment to the NEF on annual basis;
- Fulfil any other assignments as directed by the Deputy Director of National Energy Funds.

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| DIVISION | : SOLAR REVOLVING FUND |
| SUBDIVISION | : SOLAR REVOLVING FUND MANAGEMENT |
| Post Designation | : ACCOUNTANT GRADE 8 |
| 1x Post | : Windhoek |
| Salary Scale | : N\$238 825 – 285 420 |
| Benefits | : Housing Allowance: N\$17424 per annum |
| | : Transport Allowance: N\$10 512 per annum |

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting.

Additional requirements: Applicants should have experience in Microsoft Office (Excel, Word, and PowerPoint), sound knowledge of financial systems such as Sage Evolution (Pastel).

Key Responsibilities:

- Preparing of payments to service providers;
- Administer the Fund's loan book, and loan recoveries;
- Monthly update of clients' loan accounts and issue loan statements and receipts;
- Monthly reconciliation of the Loan Book to the General Ledger;
- Prepare, administer and load debit orders on online banking;
- Prepare financial information needed to prepare financial statements including monthly, quarterly, and annual financial statements;
- Client invoicing, and clients related enquiries;
- Ensure that all payment due from debtors' accounts are timely collected;
- Prepare bank reconciliation and support the cash management function of the Fund;
- Provide required information during audit process and staff supervision;
- Analyse and resolve accounting discrepancies and irregularities.
- Maintain business relations with service providers;
- Administer loan disbursements and timely payment to service providers;
- Assist in preparation of Fund annual budget;
- Compile and analyse financial information to prepare periodic financial reports;
- Ensure financial records are maintained in compliance with accepted policies and procedures;
- Record the SRF financial database in SAGE Evolution;
- To perform supervisory duties within the subdivision.

OFFICE OF THE EXECUTIVE DIRECTOR

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| DIVISION | : SECURITY AND RISK MANAGEMENT SERVICES |
| Post designation | : SECURITY OPERATIONS OFFICER GRADE 8 |
| 1x Post | : Windhoek |
| Salary of Scale | : N\$ 238 825 - N\$ 285 420 |
| Benefits | : Housing Allowance: N\$17424 per annum : Transport Allowance: N\$10 512 per annum |

Minimum requirements: A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 plus three (3) years appropriate experience. Candidate must be in possession of a valid driving license, Code B or Higher, with at least 3 years driving experience.

General requirements: An appointment in this Job category, irrespective of the functional level, is subject to vetting, and completed police, military, correctional service or security management basic training. Confirmation of probation is subject to the successful completion of the Advanced Security Awareness Training by Namibia Central Intelligence Services (NCIS).

Key Responsibilities:

As a Security Operations Officer (Grade 8) within the Ministry of Mines and Energy, you will play a crucial role in supporting the implementation of security strategies, managing day-to-day security operations, and ensuring a safe and secure environment across various ministry sectors. Reporting to the Senior Security Operations Officer, you will contribute to the overall security infrastructure, enforce protocols, and collaborate with security personnel to maintain a robust security posture. His/her responsibility is as follow:

1. Security Operations:

- Execute and monitor daily security operations to safeguard ministry personnel, assets, and information.
- Implement security policies, access controls, and surveillance measures in alignment with established protocols.
- Collaborate with security personnel to ensure a coordinated and effective security presence.
- To vet, conduct background checks, supervise security cleared personnel and carry out investigations.
- To provide security advice to the Senior/Chief Security Operations Officers.
- Implementation of security strategies, policies, access control, surveillance, measures in alignment with established protocols, and compile security incident reports.
- Managing day to day security operation.
- Ensure a safe and secure environment across various ministry sector;
- Contribute to the overall security infrastructure, enforce protocols, and collaborate with security personnel to maintain a robust security posture;
- Execute and monitor daily security operations to safeguard Ministry personnel, infrastructure, assets and information.
- To supervise and monitor contracted security service providers.
- To Investigate the contravention of security directives/breaches and

2. Incident Response:

- Respond promptly and efficiently to security incidents, working with the response team to contain and resolve situations.
- Document and report incidents, contributing to the development of post-incident reports.
- Assist in investigations under the guidance of higher-ranking security officers.

3. Access Control and Surveillance:

- Manage access control systems to regulate entry and exit points within ministry facilities.
- Monitor surveillance systems and respond to potential security threats in real-time.
- Provide recommendations for the enhancement of access control and surveillance capabilities.

4. Collaboration and Communication:

- Collaborate with other security personnel and relevant departments to ensure a unified security approach.
- Communicate security policies and procedures to ministry staff and stakeholders.
- Assist in the coordination of security drills and exercises to test preparedness.

5. Training and Awareness:

- Participate in security training programs and drills to enhance skills and readiness.
- Promote security awareness among ministry staff through regular communication and training initiatives.
- Support the development and delivery of security training sessions.

6. Reports and Documentation:

- Maintain accurate records of security incidents, responses, and daily operations.
- Contribute to the preparation of security reports for internal and external review.
- Assist in the documentation of security protocols and procedures.
- Report to the Senior Security Operations Officer.

DIRECTORATE: ADMINISTRATION SERVICES

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| DIVISION | : HUMAN RESOURCES AND FINANCE MANAGEMENT |
| SUBDIVISION | : FINANCE MANAGEMENT |
| Post Designation | : ACCOUNTANT GRADE 8 |
| 1x Post | : Windhoek |
| Salary of Scale | : N\$ 238 825 – N\$ 285 420 |
| Benefits | : Housing Allowance: N\$17424 per annum |
| | : Transport Allowance: N\$10 512 per annum |

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting.

Additional Requirements:

- An appropriate Bachelor's Degree majoring in Accounting (or equivalent qualification) on NQF Level 7.

Key Responsibilities:

- Process payroll, DSA, Accounts Payables;
- Reconciliation of suspense accounts;
- Responsible for Budget and Revenue functions;
- Perform general finance work; and
- Execute any other duties assigned by the Supervisor.

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| DIVISION | : INFORMATION TECHNOLOGY |
| Post Designation | : SENIOR ANALYST PROGRAMMER GRADE 7 |
| 1x Post | : Windhoek |
| Scale of Salary | : N\$ 291 128 – N\$ 347 926 |
| Benefits | : Housing Allowance: N\$17424 per annum |
| | : Transport Allowance: N\$10 512 per annum |

Minimum requirement: A Diploma in Programming on NQF L6 (or equivalent) plus three (3) years appropriate experience. Candidate must be in possession of a valid driving license, Code B or Higher.

Key Responsibilities:

- **Leadership and Project Management:** Supervise Analyst Programmers and ensure that work is completed on time and correctly;
- **System Analysis and Design:** Conduct detailed analysis of business requirements and translate them into technical specifications, design software solutions that align with business objectives and user needs and create system architecture and design documents;
- **Software Development:** Write, test, and maintain high-quality code in various programming languages, develop and implement new software applications and features;
- **Testing and Quality Assurance:** Develop and execute unit, integration, and system tests to ensure software quality and fix bugs and performance issues;
- **Documentation:** Create and maintain comprehensive technical documentation, including design specifications, user guides, and system manuals. Document software changes, enhancements, and troubleshooting steps;
- **Maintenance and Support:** Provide ongoing support and maintenance for existing software applications. Troubleshoot and resolve software issues in a timely manner. Implement software updates, patches, and enhancements;
- **Security and Compliance:** Ensure that software applications comply with security standards and regulatory requirements. Implement security measures to protect data and systems from vulnerabilities and threats; and
- **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.

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| Post Designation | : CHIEF COMPUTER TECHNICIAN GRADE 9 |
| 1x Post | : Windhoek |
| Scale of Salary | : N\$ 215 965 – N\$ 258 514 (P) |
| Benefits | : Housing Allowance: N\$17424 per annum |
| | : Transport Allowance: N\$10 512 per annum |

Minimum requirements: A National Diploma or equivalent qualification in Information Technology on NQF L6 with three (3) years proven experience in Information Technology. Candidate must be in possession of a valid driving license, Code B or Higher

Additional requirements:

- Basic knowledge of video conferencing.
- Basic knowledge of Cybersecurity

Key Responsibilities:

- **Leadership and Project Management:** Supervise Computer Technicians and ensure that work is completed on time and correctly;
- **Helpdesk System Management:** Monitor incoming user requests, handle tickets, provide first-level user support, escalate issues to higher-level support, when necessary, document processes, communicate with users, gather feedback, and report on support activities;
- **System Installation & Configuration:** Install, configure, and upgrade operating systems and software applications, including the setup of email accounts and user-specific configurations;
- **Hardware & Network Deployment:** Assemble, install, and configure computer systems, monitors, network infrastructure, and peripheral devices such as printers and scanners;
- **Technical Troubleshooting:** Diagnose and resolve issues related to computer systems, including hardware, software, email, network, and peripheral equipment, ensuring timely and effective solutions;

- **Procurement & Recommendation:** Provide expert recommendations on hardware and software acquisitions, assisting users in identifying needs and justifying the procurement of equipment and services;
- **User Support & Training:** Deliver training and support to staff on the use of standard business and administrative software, including word processing, spreadsheets, and database management. Develop and provide instructional materials as needed;
- **Maintenance & Repair:** Conduct regular maintenance, repairs, and upgrades of computer systems, hardware, and peripherals to ensure optimal performance;
- **Technical Assistance:** Provide technical guidance and support to users regarding network development and maintenance and resolve specific technical challenges;
- **Documentation & Record Keeping:** Maintain detailed and accurate records of all repairs, installations, and equipment removals, ensuring proper logging and tracking of hardware issues and resolutions. Maintaining and updating of IT Asset Register;
- **Procedure Development:** Collaborate with the IT team to enhance operating procedures and develop and maintain up-to-date procedure manuals; and
- **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.

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 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. All foreign qualifications must be evaluated by the Namibian Qualifications Authority (NQA) and attach proof of evaluation. A separate application 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: 23 September 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

