



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:

DIRECTORATE: PETROLEUM AFFAIRS
DIVISION: REGULATIONS COMPLIANCE AND ECONOMICS
Post Designation: Deputy Director Grade 4
1 X Post: Windhoek
Salary Scale: N\$ 492 567 – 517 836
Benefits: Housing Benefit: N\$ 121 560 p.a.
Motor Vehicle Allowance: Capital Cost: N\$ 83 106 p.a.
Running Cost: N\$ 27 811 p.a.

Minimum Requirements: A Bachelor Degree in Law or equivalent qualification at NQF Level 7, plus 9 years appropriate experience.

Additional Requirements:

- A Master's Degree in Petroleum Law and/or Contract Law will be an added advantage; and
- A valid Code B driving licence

Key Responsibilities:

- To provide legal advisory services to the Directorate of Petroleum Affairs and when required to the entire Ministry of Mines and Energy;
- To ensure legal compliance of exploration license holders to the various petroleum laws;
- To ensure legal compliance by petroleum downstream players to the various petroleum laws;
- To enforce compliance to Petroleum Agreements signed between GRN and exploration and production companies;
- Conduct economic evaluations and financial assessment of petroleum projects;
- Conduct Monthly Pricing Review of controlled petroleum products;
- Overseeing the daily calculations of the country's Basic Fuel Price at Walvis Bay

APS

- Conduct analysis of global fuel market trends and their impacts on the Namibian economy;
- Draft, review and negotiate contracts and agreements with various petroleum stakeholders;
- Develop and implementation of internal policies and procedures to ensure alignment with legal and compliance requirements;
- Prepare and maintain accurate records and documentations related to legal, compliance and economic aspects of petroleum activities;
- Manage petroleum legal disputes and participate in dispute resolution processes including negotiations, mediations and arbitrations; and
- To carry out any other duties as directed by the Petroleum Commissioner and/or Director of Petroleum Affairs.

OFFICE OF THE EXECUTIVE DIRECTOR

SUBDIVISION: PUBLIC RELATIONS

Post Designation: Senior Public Relations Officer Grade 7

1x Post: Windhoek

Salary Scale: N\$ 277 264- 331 358

Benefits: Transport Allowance: N\$ 10 512 p.a
Housing Allowance: N\$ 17 424 p.a

Minimum Requirements: An appropriate Bachelor Degree in Media Studies, Journalism, Public Relations, Communication, or equivalent qualification on NQF Level.

Key Responsibilities:

- Coordinate responses to media enquiries and ensure the queries are addressed and responded to on time;
- Scan and conduct media analysis;
- Build, manage and maintain relations with all media;
- Build, manage and maintain stakeholder;
- Implement communication strategy and plan;
- Develop social media content and monitor social media;
- Attend promotional events and ensure the promotion of the Ministry's mandate is carried out efficiently and effectively at promotional events, i.e. exhibitions, shows and trade fairs;
- Liaise with media houses for possible interviews;
- Develop content materials for communication (print and video-graphic design, photography and video);
- Manage and implement government communications feedback system;
- Uphold Ministry's image at all time;
- Serving on internal Committees as appointed by the Executive Director and Accounting officer; and
- Carry out any other related duties assigned by the supervisor from time to time.

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 Division
Telephone: 061-284 8111

Closing Date: 15 March 2024

All applications must be submitted to:

The Acting 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.


2024-02-14
Penda Ithindi
EXECUTIVE DIRECTOR
Private Bag 13297
Windhoek