

DIRECTORATE: RURAL DEVELOPMENT

DIVISION: SECTOR DEVELOPMENT COORDINATION

1. Post designation : Accounts Assistant Grade 11
Subdivision : **Ben Hur Rural Development Centre**
1 x Post : Gobabis
Salary Scale : N\$ 132 987 – 159 505
Housing Allowance : N\$ 14,520 per annum
Transport Allowance : N\$ 8,760 per annum

Minimum requirement:

A Grade 12 Certificate (NQF Level 3)

Additional requirements:

A National Diploma in Accounting and Finance or equivalent qualification, plus two years (2) appropriate experience in an accounting environment will serve as an added advantage.

2. Post designation : Housekeeper Grade 13
Subdivision : **Ben Hur Rural Development Centre**
1 x Post : Gobabis
Salary Scale : N\$ 81645 – 102 039
Housing Allowance : N\$ 14,520 per annum
Transport Allowance : N\$ 8,760 per annum

Minimum requirement:

A Grade 10 or equivalent qualification on NQF L2

Additional requirements:

A National Diploma in Housekeeping and Hospitality or equivalent qualification, plus a minimum of two (2) years appropriate experience in the Hospitality sector will serve as an added advantage.

3. Post designation : Artisan Handyman Grade 13
Subdivision : **Be Hur Rural Development Centre**
1 x Post : Ongwediva
Salary Scale : N\$ 81 645 – 102 039
Housing Allowance : N\$ 14,520 per annum
Transport Allowance : N\$ 8,760 per annum

Minimum requirement:

A Grade 10 Certificate or equivalent qualification (NQF Level 1)

Additional requirements:

A Level 2 Certificate in Carpentry and Joinery plus two (2) years appropriate experience in Carpentry and Joinery will serve as an added advantage.

4. Post designation	: Artisan Foreman Grade 9
Subdivision	: Ongwediva Rural Development Centre
1 x Post	: Ongwediva
Salary Scale	: N\$ 159 505 – 191 312
Housing Allowance	: N\$ 14,520 per annum
Transport Allowance	: N\$ 8,760 per annum

Minimum requirement:

A Grade 12 Certificate or equivalent qualification (NQF Level 3)

Additional requirements:

A Trade Diploma plus two (2) years appropriate experience in Metal workshop fabrication environment will serve as an added advantage.

5. Post designation	: Housekeeper Grade 13
Subdivision	: Ongwediva Rural Development Centre
1 x Post	: Ongwediva
Salary Scale	: N\$ 81645 – 102 039
Housing Allowance	: N\$ 14,520 per annum
Transport Allowance	: N\$ 8,760 per annum

Minimum requirement:

A Grade 10 Certificate or equivalent qualification (NQF Level 3)

Additional requirements:

A National Diploma in Housekeeping and Hospitality or equivalent qualification, plus a minimum of two (2) years housekeeping appropriate experience in the Hospitality sector will serve as an added advantage.

6. Post designation	: Accountant Grade 8
Subdivision	: Okashana Rural Development Centre
1 x Post	: Omuthiya
Salary Scale	: N\$ 238 825 – 285 420
Housing Allowance	: N\$ 14,520 per annum
Transport Allowance	: N\$ 8,760 per annum

Minimum requirement:

An appropriate Diploma on NQF L6 majoring in Accounting

Additional requirements:

Two years' (2) appropriate experience in an accounting environment will serve as an added advantage.

7. Post designation : Chef Grade 12
Subdivision : **Okashana Rural Development Centre**
1 x Post : Omuthiya
Salary Scale : N\$ 107 753 – 129 240
Housing Allowance : N\$ 14,520 per annum
Transport Allowance : N\$ 8,760 per annum

Minimum requirement:

A Grade 12 Certificate or equivalent qualification (NQF Level 3)

Additional requirements:

A Level 4 Certificate in Hospitality and Tourism (Advanced Commercial Cookery Skills) or National Diploma in Hospitality and Tourism specialize in Commercial Cookery plus three (3) years appropriate experience in hospitality and tourism as a Chef or a Cook will serve as an added advantage.

8. Post designation : Artisan Handyman Grade 13
Subdivision : **Okashana Rural Development Centre**
2 x Post : Omuthiya
Salary Scale : N\$ 81 645 – 102 039
Housing Allowance : N\$ 14,520 per annum
Transport Allowance : N\$ 8,760 per annum

Minimum requirement:

A Grade 10 Certificate or equivalent qualification (NQF Level 1)

Additional requirements:

A Level 2 Certificate in Welding and Metal Fabrication plus two (2) years of appropriate experience in a metal fabrication environment will serve as an added advantage.

9. Post designation : Artisan Handyman Grade 13
Subdivision : **Okashana Rural Development Centre**
2 x Post : Omuthiya
Salary Scale : N\$ 81 645 – 102 039
Housing Allowance : N\$ 14,520 per annum
Transport Allowance : N\$ 8,760 per annum

Minimum requirement:

A Grade 10 Certificate or equivalent qualification (NQF Level 1)

Additional requirements:

A Level 2 Certificate specialize in spray painting plus two (2) years of appropriate experience in a spray painting work environment will serve as an added advantage.

10. Post designation : Cook Grade 14
Subdivision : **Okashana Rural Development Centre**
1 x Post : Omuthiya
Salary Scale : N\$ 102 622 – 123 086
Housing Allowance : N\$ 14,520 per annum
Transport Allowance : N\$ 8,760 per annum

Minimum requirement:

A Grade 10 Certificate or equivalent qualification (NQF Level 3)

Additional requirements:

A Certificate in Hospitality specializing in Commercial cookery plus two (2) years working experience in industrial catering will serve as an added advantage.

NOTES TO CANDIDATES:

1. Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**
2. Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
3. Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
4. The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:


**The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK**

OR

Hand delivers to:

**Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street**

Yours sincerely


**NGHIDINA DANIEEL
EXECUTIVE DIRECTOR**

