

MINISTRY OF HEALTH AND SOCIAL SERVICES.

CIRCULAR FEBRUARY
2010

CLOSING DATE 12 MARCH 2010

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: HARDAP REGION DIVISION: FINANCE AND SOCIAL ACCOUNTS.

Post Designation : Senior Accountant Grade 3 A L2
1 Post : Hardap Regional Office, Mariental
Salary Scale : N\$ 115 857x3570 – N\$137 277

Minimum Requirements: An appropriate three (3) year tertiary qualification majoring in Accounting plus five (5) years appropriate experience in operating of the IFMS, GRN budget procedure, creditors, Salaries, DSA & Revenue Administration. Candidates not in possession of a valid driver's license must be prepared to obtain such within a reasonable period. The candidate must computer literate.

Only candidates who have, their probation confirmed on the level of Account Grade 2C 1@ will be considered as per PSM Circular No. 23 of 2002. Please, attach proof of confirmation.

Enquiries: Ms. B. Katjivena, Tel: 063- 245529/Mr. Corey Cloete, Tel: 063 24554

DIVISION : REHABILITATION & SOCIAL WELFARE SERVICES SUBDIVISION: REHABILITATION SERVICES.

Post Designation: Rehabilitation Officer Grade 3A L1
1x Post : Rehoboth
Salary : N\$112 287 x 3570 – N\$133 707

Minimum Requirement: An appropriate 3 year tertiary qualification plus 4 year appropriate experience.

Additional Requirement: Valid drivers license (Code BE/08), training certificate in Rehabilitation and computer literacy will serve as an advantage.

Enquiries: Mr. J. Ekanjo, Tel No. 063 – 245500/Ms. R. Van Watzdorf, Tel No. 063 – 24551

DIRECTORATE: HARDAP REGION DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: MARIENTAL SUBDIVISION: DISTRICT HOSPITAL MARIENTAL SECTION: NURSING SERVICES

Post Designation : Registered Nurse Grade SP2
1x Post (HIV/AIDS) : Mariental Hospital
2x Post (Outpatients) : Mariental Hospital
1x Post (Inpatients) : Mariental Hospital
1x Post (Special Disease Programme) : Mariental Clinic
2x Post : Mariental Clinic
1x Post : Hoachanas Clinic
2x Post : Gibeon Clinic
1x Post : Maltahohe Clinic
1x Post (HIV/AIDS) : Maltahohe Health Centre
Salary : N\$ 94 590 x 3441 – N\$ 108 354

Minimum requirements: Registration as Registered Nurse and Midwife with the Interim Nursing Council of Namibia.

DIRECTORATE: HARDAP REGION

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: ARANOS

Post Designation	:	Registered Nurse Grade SP2
2x Post (Inpatients)	:	Aranos Health Centre
1x Post (HIV/AIDS)	:	Aranos Health Centre
1x Post (PHC Outreach)	:	Aranos Health Centre
1x Post (Special Disease Program)	:	Aranos Health Centre
1x Post	:	Aranos Clinic
1x Post	:	Gochas Clinic
Salary	:	N\$ 94 590 x 3441 – N\$ 108 354

Minimum Requirements: Registration as Registered Nurse and Midwife with the Interim Nursing Council of Namibia

DIRECOTRATE: HARDAP REGION

DIVISION: DISTRICT HEALTHA ND SOCIAL WELFARE SERVICES: REHOBOTH

Post Designation	:	Registered Nurse Grade SP2
1x Post	:	Rehoboth Health Centre
1x Post	:	Schlip Clinic
1x Post	:	Rietoog Clinic
1x Post	:	Klein-Aub Clinic
Salary	:	N\$ 94 590 x 3441 – N\$ 108 354

Minimum Requirements: Registration as Registered Nurse and Midwife with the Interim Nursing Council of Namibia.

Enquiries: Ms. M. Gaeb, Tel No. 063 245511/Mr. C. Cloete, Tel No. 063 – 245544

DIRECTORATE: HARDAP REGION

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES; MARIENTAL/ARANOS

SUBDIVISION: ENVIRONMENT HEALTH SERVICES.

Post Designation:	:	Environmental Health Assistant Grade 2A L1
2x Post	:	Mariental
1x Post	:	Aranos
Salary	:	N\$ 43 920 x P – N\$ 55 302

Minimum Requirements: Registration as Environmental Health Assistant with Allied Health Professions Council or furnishing proof that the requirements as prescribed by the board are complied with.

Candidates not in possession of a valid driver's license must be prepared to obtain such within a reasonable period and be prepared to travel.

Enquiries: Mr. O. Ndlovu, Tel No. 063 245 250/Mr. E. Chiota, Tel No. 063 276900/Ms. A. Marime-Mtowo, Tel No. 063 245500/Mr. Corey Cloete, Tel No. 063 – 245544

Application (on form 156043 obtainable at all Government Offices) must be submitted with a comprehensive CV accompanied by originally certified copies of educational qualifications and personal documents to the Ministry of Health and Social Services, **HRM Office, P. O. Box 238 Mariental.**

DIRECTORATE: TERTIARY HEALTH CARE 7 CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SECTION: TRANSPORT SERVICES

Post Designation : Labourer
1x Post : Windhoek
Salary : N\$ 19 881 x 1149 – N\$ 27 924

DIRECTORATE: TERTIARY HEALTH CARE 7 CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SECTION: DOMESTIC SERVICE
SUBSECTION: FACILITIES MANAGEMENT

Post Designation : Institution Worker 1A L2 (Senior)
2x Post : Windhoek
Salary : N\$ 17 145 x 684 – N\$ 22 179

DIRECTORATE: TERTIARY HEALTH CARE 7 CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SECTION: DOMESTIC SERVICE
SUBSECTION: CLEANING SERVICES

Post Designation : Cleaner (leader) 1B L1
1x Post : Windhoek
Salary : N\$ 19 881 x 1143 – N\$ 27 924

DIRECTORATE: TERTIARY HEALTH CARE 7 CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SECTION: DOMESTIC SERVICE
SUBSECTION: CATERING SERVICE

Post Designation : Equipment Attendant Grade 1A L3 (Senior)
1x Post : Windhoek
Salary : N\$ 19 197 x 1149 – N\$ 24 477

Minimum Requirements: Grade 10 or equivalent qualifications plus 4 year experience in porter services
Enquiries: Mr. J. H. Van Wyk, Tel: (061) 2039111

DIRECOTRATE: TERTIRAY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION WINDHOEK CNETRAL HOSPITAL

SUBDIVISIO: FINANCE.

Post Designation : Accountant Grade 3A L2
2x Post : Windhoek
Salary : N\$ 115 857 x 3570 – N\$ 137 277

Minimum Requirement: an appropriate 3 (three \) year tertiary qualification majoring in Accounting, plus 5 revenue administration, creditors, travelling and subsistence allowance, application of Integrated Financial Management system and good computer skills.

Enquiries Ms. R. R. Podeweltz, Tel: 203 2385

DIRECTORATE: KHOMAS REGION
DIVISION: INTEMEDIATE HOSPITAL KATUTURA
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SECTION: HUMAN RESOUC E MANAGEMENT

Post Designation : **Human Resource Practitioner Grade 2C L2**
1x Post : **Windhoek**
Salary : **N\$ 82 560 x 2985 – N\$ 94 950**

Minimum Requirements: An appropriate three (3) year tertiary qualification majoring in Human Resource Management plus three (3) year experience.

Additional Requirements: The candidate must have extensive experience in dealing with disciplinary hearing including formulating of charges of misconduct and minute writing. Computer literate will be an added advantage.

Enquiries: Mr. L. Simubali, Tel (061)203 4033

Address: The Regional Director, Khomas Region, Intermediate Hospital Katutura, Private Bag 13215, Windhoek

DIRECTORATE: ERONGO REGION

Post Designation : Medical Officer
1 x Post : Swakopmund (Regional Office)
Salary : N\$ 258 174 x 7464 – N\$ 273 102
Fixed overtime allowance : N\$ 129 499 p.a
Motor vehicle allowance : N\$ 63 160

Minimum Requirement: Registration as a Medical Practioner with the Medical and Dental Council of Namibia or Authorization from the Minister of Health and Social Services. Practice as a medical officer in Namibia with six (6) years of appropriate experience. At least three (3) year in Hospital Administration
Additional requirements: A post graduate qualification in public Health and or Health Management and Health care. Computer literacy and a valid driver's License.

Post Profile: Coordination and control of integrated health care and medical services in the region. Technical supervision of and support to the Medical Officer in the region. Monitoring and strengthening of all aspect of quality of medical care in the region. Assist with the recruitment of Medical Officer through need identification. Training with fellow Medical officers, nurses and paramedics. Participate in the management planning and

budgeting process of the region and the compilation of routine reports such as regional profile, quarterly and annual reports and plan. Supervise/coordinate educational research in the region. Carry out other activities assigned to him/her by the Regional Director

DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SECTION: HUMAN RESOURCE MANAGEMENT

Post Designation : Human Resource Practitioner Grade 2C L2
1 Post : Windhoek
Salary : N\$ 82 650x 2985 – N\$ 94 950

Minimum Requirements : An appropriate three (3) years tertiary qualification majoring in Human Resource Management plus three (3) years experience.

Additional Requirement: The candidate must have extensive experience in dealing with disciplinary hearing including formulation of charges of misconduct and minute writing. Computer literate will be an added advantage.

Enquiries: Mr. L. Simubali, Tel (061) 203 4033

Address: The Regional Director, Khomas Region, Intermediate Hospital Katutura, Private Bag 13215, Windhoek

DIRECTORATE: ERONGO REGION

Post Designation : Medical Officer 4b Level 1(P)
1 Post : Swakopmund (Regional Office)
Salary Scale : N\$ 258 174 x 7464 – N\$ 273 102
Fixed overtime allowance : N\$ 129 499 p.a
Motor vehicle allowance : N\$ 63 160 p.a

Minimum Requirements: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia or Authorization from the Minister of Health and Social Services. Practice as a medical officer in Namibia with six (6) years of appropriate experience. At least three (3) years in Hospital Administration.

Additional Requirements: A post graduate qualification in Public Health and or Health Management and Health care. Computer literacy and a valid driver's license.

Post Profile: Coordination and control of integrated health care and medical service in the region. Technical supervision of and support to the Medical Officers in the region. Monitoring and strengthening of all aspects of quality of medical care in the region. Assist with the recruitment of Medical officers through need identification. Training with fellow Medical officers in the region. Assist with the recruitment of Medical Officers through need identification. Training with fellow Medical Officers, nurses and paramedics. Participate in the management planning and budgeting process of the region and the compilation of routine report such as regional profile, quarterly and annual reports and plan. Supervise/coordinate educational research in the region. Carry out other activities assigned to him/her by the Regional Director.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: SWAKOPMUND
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE

Post designation : Registered Nurse (Principal) Grade 3A L2
1 Post : Swakopmund
Salary : N\$ 115 857 x 3570 – N\$ 137 277

Minimum Requirements: Registration as a Registered Nurse and Midwife with the Interim Nursing Council of Namibia plus Three (3) years appropriate experience

Additional Requirements: A post basic Degree/Diploma in Nursing Service management/health services and community Health is a recommendation, computer literacy and a valid Code BE driver's license.

Post Profile: Planning, coordination and control of the management of community health care services in Swakopmund district. Management of Primary Health Care Services at district Level. Organise and ensure the implementation of health/patient care. In collaboration with other members of the DCC participate in formulation of district annual budget and plan. Ensure that the existing policies and guidelines on all PHC programs are implemented. Ensure that School Health and Outreach activities are implemented. Responsible for disease surveillance in collaboration with the Health inspector. Identify training needs and facilitate appropriate training. Member of district Principal Medical Officer.

NB!!Only candidate who have their probation confirmed on the level of Registered Nurse Grade SP2 and 3A L1 will be considered as per PSM Circular No. 23 of 2002

Enquiries: Mrs. C. Thataone, Regional Director, Tel. 064 410 6005 or Ms. R. Palmer, Control Registered Nurse, Erongo Region, Tel No. 064 4106006

DIVISION; DISTRICT HEALTH AND SOCIAL WELFARE SERVICES; SWAKOPMUND
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES

Post designation : Clerk Grade SP2
1 Post : Swakopmund
Salary : N\$ 94 590 x 3441 – N\$ 108 354

Minimum Requirements: A three (3) year tertiary qualification **plus** appropriate experience or Grade 12 Certificate (or equivalent qualification) plus six (6) year appropriate experience.

Additional Requirements: Computer literacy and a valid driver's license.

NB: Candidates who have their probation confirmed on the level of Clerk Grade 2B L3 will be considered as per PSM Circular No 23 of 2002.

Enquiries: Mrs. C. Thataone, Regional Director, Tel 064 4106005 or Mr. N. N. Luanda, Chief Control Officer, Tel. 064 410 6079

DIVISION: GENERAL SUPPORT SERVICES

Post Designation : Clerk Grade SP2
1 Post : Swakopmund
Salary : N\$ 94 590 x 3441 – N\$ 108 354

Minimum Requirements: A appropriate three (3) year tertiary qualification plus appropriate experience or Grade 12 Certificate (or equivalent qualification) plus six (6) years appropriate experience.

Additional Requirements: Computer literacy and a valid driver's license.

NB: Only candidates who have their probation confirmed on the level of Clerk Grade 2B L3 will be considered as per PSM Circular No. 23 of 2002.

Enquiries: Mrs. C. Thataone, Regional Director, Tel. 064 410 6005 or Mr. N. N. Luanda, Chief Control Officer, Tel. 064 410 6079.

Application (on form 156043 obtainable at all Government Officers) together with a comprehensive Curriculum Vitae, probation letters, certified copies of educational qualifications and identity document(s) must be submitted to: The Senior Human Resource Practitioner, Private Bag 5004, **Swakopmund**. **Faxed applications and Grade 12 or Std 10 Statement of Results issued June 2009 and backward will not be considered.**

DIRECTORATE: KUNENE REGION

Medical Officer Grade 4B Level 1 (Prof)

1 Post : Opuwo
Salary : N\$ 258 174 x 7474 – N\$ 273 102
Motor Vehicle Allowance : N\$ 63160 p.a

Minimum Requirements: Registration as Medical Officer with the Medical and Dental Council of Namibia or Authorization by the Minister plus 6 years appropriate experience in the areas of health

Additional Requirements: Accredited post-graduate qualification in health services management/public health/tropical medicine and/or course. A minimum 2 years leadership and general management experience of a work processing, spreadsheet and the internet. Must have skills in information technology and computers, especially work processing, spreadsheet and the internet. Must have a driver's license.

Key Performance Area: Policy implementation, Technical supervision, Planning, monitoring and quality assurance, External relations with stakeholders, Administration, Clinical care, General

Enquiries: Ms. Linda Nambungdunga, Tel. 065 272841/Mr. Abraham Swartz, Tel 064 300900

Address: The Regional Director, Kunene Region, Private Bag 3003 Opuwo

DIRECTORATE: KHOMAS REGION

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES

SUBDIVISION: DISTRICT PRIMARY HEALTH CARE

SECTION: KATUTURA HEALTH CARE

Registered Nurse Grade 2A L2

1 Post : Windhoek
Salary : N\$ 115 857 x 3570 – N\$ 137 277

Minimum Requirements: Registered as a Registered Nurse and Midwifery or accoutre with the Nursing Council of Namibia plus at least four (4) years appropriate experience in nursing.

Additional Requirements: The suitable candidate must be able to communicate effectively with all levels of staff in and official language. Computer literacy and proficiency in at least two local languages will be an added advantage.

Job Description: The incumbent of this post will be overall in charge of all activities in the Health Centre provide supervision and in-service training to personnel. Plan, implement, monitor and evaluate all health related activities and ensure quality health care services. Provide direct patient care as required.

Only candidates who have their probation confirmed on the levels of Registered Nurse Grade SP2 and Grade 3A L1 will be considered as per PSM Circular no. 23 of 2002.

Enquiries: Mr. Alexia Tshapumba, Tel 061 203 5028

Address: The Regional Director, Khomas Region, Private Bag 13322, Windhoek

DIRECTORATE: KHOMAS REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE.

Registered Nurse Grade 3A L2

1 Post : Windhoek
Salary : N\$ 115 857 x 3570 – N\$ 137 277

Minimum Requirements: Registered as a Registered Nurse and Midwifery or Accoucheur with the Nursing council of Namibia plus at least five (5) years appropriate experience in nursing.

Additional Requirements: A Diploma in Community Health, a valid driver's license, be able to communicate effectively with all levels of staff in an official language, computer literacy and proficiency in at least two local languages will be added advantage.

Job Description: The incumbent of this post will be overall in charge of all the primary health care activities in the District. Provide supervision and in-services training to personnel. Plan, implement, monitor and evaluate all health related activities in the District and ensure quality health care services.

Only candidates who have their probation confirmed on the level of Registered Nurse Grade SP2 and Grade 3A L1 will be considered as per PSM Circular no. 23 of 2002.

Enquiries: Mr. Alexia Tshapumba, Tel. 061 203 5028

Address: The Regional Director, Khomas Region, Private Bag 13322, Windhoek

DIRECTORATE: OSHANA REGION
DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES

Medical Officer Grade 4A L1 (Medical and Surgery)

2 Posts : Oshakati
Salary : N\$ 213 390 x 7464 – N\$ 228 318
Fixed overtime allowance : N\$ 107 666 p.a
Motor Vehicle allowance : N\$ 59 150 p.a

Minimum Requirements: Registration with Medical Board of Namibia or authorized to practice as Medical Practitioner, with at least three (3) years working experience post internship. In position of extensive knowledge and clinical experience in the department where the vacancy exist. Management skills are considered essential. A diploma in Hospital Administration of Public Health is an advantage.

Accountability; The Principal Medical Officer report to the Chief Medical Officer responsible for Medical Services and the Consultants.

Job Description: Coordinate the control integrated health care and medical services in the department setting Technical supervision of and support medical officers and medical interns. These include monitoring and

strengthening of all aspects of the quality of medical care in department. Assist with the recruitment of doctors through need identification. Training of fellow Principal Medical Officers, Medical Officers, Medical Interns, Nurses and paramedics. Participate in the management, planning and budgeting process of the department and compilation of routine reports such as department profile, quarterly departmental and annum department reports. The Principal Medical Officer will also carry out other official duties as assigned by the supervisor.

Enquiries: Dr. Shannon K. M. Kakungulu, Tel 065 2233142/Dr. Naftal T. Hamata Tel 065 2233119

DIRECTORATE: OSHANA REGION
DIVISION: INTERNMEDIA HOSPITAL OSHAKATI
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: PHARMACEUTICAL SERVICES

Pharmacist Grade 3B L3

1 Post	:	Oshakati
Salary	:	N\$ 153 849 – 4143 x N\$ 170 421
Fixed overtime allowance	:	N\$ 79 041 p.a

Minimum Requirements: registration with Namibian Pharmacy Board or authorization by the Ministry of Health and Social Services to practice as a Pharmacist in Namibia plus 5 year appropriate experience Management skills and computer literacy are essential.

Responsibilities: Over in charge of the Hospital Pharmacy, Ensure adequate supply, its proper storage and organize and monitor supplies to the Hospital wards, Budget and control pharmaceutical expenditure, Provide in-service training to the subordinates, Provide regular pharmacy information to prescribers, Will be a member of the Hospital Management Committee and a Secretary to the Hospital Therapeutic Committee, will initiate Hospital Therapeutic Committee meetings.

DIRECOTRATE: OSHANA REGION
DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES

Medical Officer Grade 4A L1 (Ophthalmology)

1 Post	:	Oshakati
Salary	:	N\$ 213 390 x 7464 – N\$ 228 318
Fixed overtime allowance	:	N\$ 107 666 p.a
Fixed vehicle allowance	:	N\$ 59 150 p.a

Minimum Requirements: Registration with Medical Board of Namibia or authorized to practice as Medical Practitioner, with at least three (3) years working experience post internship. In position of extensive knowledge and clinical experience in the department where the vacancy exist. Management skills are considered essential. A diploma in Hospital Administration of Public Health is and advantage.

Accountability: The Principal Medical Officer report to the Chief Medical Officer responsible for Medical Services and the Consultants.

Job Description: Coordinate and control integrated health care and medical services in the department setting. Technical supervision of a and support to the medical officers and medical interns. Theses include monitoring and

strengthening of all aspects of the quality of medical care in department. Assist with the recruitment of doctors through need identification. Training of fellow Principal Medical Officers. Medical Officers, Medical Interns, Nurses and Paramedics. Participate in the management, planning and budgeting process of the department and compilation of routine report such as department profile, quarterly departmental and annum department reports. The Principal Medical Officer will also carry out other official duties as assigned by the supervisor.

DIRECTORATE: OSHANA REGION
DIVISION: INTERMDIATE HOSPITAL OSHAKATI
SUBDIVISION: NURSING SERVICES
SUBSECTION: CLINICAL WARDS

Registered Nurse Grade 3A L2

1 Post : Oshakati
Salary : N\$ 115 857 x 3570 – N\$ 137 277

Minimum Requirements: Registration as a Registered Nurse and Midwife with the Nursing Board of Namibia plus three (3) years appropriate experience.

Job Description: The incumbent will be responsible for the formulation and implementation of Nursing Care Programme will also supervise, support, coordinate, plan, control and monitoring nursing car activities in wards/units.

Enquiries: Ms. H. N. Kashupi, Tel 065 2233167

DIRECTORATE: OSHANA REGION
DIVISION: INTEMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: NURSING SERVICES
SECTION: NURSING CARE & QUALITY IMPROVEMENT

Registered Nurse Grade 3A L2

1 Post : Oshakati
Salary : N\$ 115 857 x 3570 – N\$ 137 277

Minimum Requirements: Registered as a Registred Nurse and Midwife with the Nursing Board of Namibia plus three (3) years appropriate experience.

Additional Requirements: Degree in Nursing Education

Job Description: The incumbent will be responsible for the formulation and implementation of Nursing Care programme will also supervise, support, coordinate, plan, control and monitoring nursing care.

Enquiries: Ms. H.N. Kashupi, Tel 065 2233167

DIRECTORATE: OSHANA REGION
DIVISION: INTERMDIATE HOSPITAL OSHAKATI

**SUBDIVISION: NURSING SERVICES
SUBSECTION: CLINICAL WARDS**

Registered Nurse Grade 3bl2

1 Post : Oshakati
Salary : N\$ 145 563 x 4143 – N\$ 162 135

Minimum Requirements: Registration as a Registered Nurse and Midwife with the Nursing Board of Namibia plus three (3) years appropriate experience.

Job Description: To control, handing over of report in all units/wards, To control general basic nursing care, maintain high standard of record keeping, Control the nursing and approve the duty roster, To monitor the delegation of tasks, Control and approved ordering of material and equipment, Monitoring and control drugs on a monthly basis and to submit a drug audit report. Monitor and control the implementation of policies and guideline Monitoring of incidents and do a thorough investigations, Do spot-checking on punctuality, Assist with budget control subordinates, To control quality nursing, Handling complaints care.

Enquiries: Ms. H. N. Kashupi, Tel 065 2233167

DIRECTORATE: POLICY, PLANNING & HRD
DIVISION: POLICY, PLANNING
SUBDIVISION: MANAGEMENT INFORMATION AND RESEARCH

Health Programme Administrator Grade 3B L2

1 Post : Windhoek
Salary : N\$ 145 563 x 4143 – N\$ 162 135

Minimum Requirements: An appropriate four (4) year Degree (or equivalent qualification) plus at least 4 years experience in Management of Information and Health System Research

Job Description: Participate in the development of Management Information System. Identification of data needs, data collection, establishment of database and generation of information for decision making. Promote research methodologies, execution of relevant operation health system research and dissemination of research results. Coordinate and appraise submitted projects.

Preference will be given to Namibian citizens and person with disabilities are encouraged to apply.

Enquiries: Mr. T. Mbeeli, Tel 061 203 2529

**DIRECTORATE: POLICY, PLANNING & HRD
DIVISION: NATIONAL HEALTH TRAINING CENTRE
SECTION: PRE-SERVICES**

Senior Health Programme Administrator Grade 3B L2

1 Post : Otjiwarongo
Salary : N\$ 145 563 x 4143 – N\$ 162 135

Minimum Requirements : An appropriate four (4) year Degree. A professional Nurse with eight (8) year experience preferably in training of Health Professionals. Additional qualification will be and

advantage. Registration with the relevant professional council. Good interpersonal and communications skills. Strong work ethics and computer literacy

Key performance Area: Teaching of pre-services students. Facilitate MoHSS in-service training programmes.

Job Description:

Management: Planning, conduction and developing of training programmes

Development: Continuous appraisal of curricula content e.g update with latest policy/guidelines.

Teaching: Monitoring performance, progress and follow-up students.

Any other task: Any other task assigned by the supervisor

Enquiries Ms. E. Sam, Tel, 203 2586

**DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: PHARMACEUTICAL SERVICES
SUBDIVISION: PHARMACEUTICAL ACCOUNTS**

Accountant Grade 3B L2

1 Post : Windhoek
Salary : N\$ 145 563 x 4143 – N\$ 162 135

Minimum Requirements : A three (3) year tertiary qualification in Accounting Finance plus eight (8) years appropriate experience. Experience in the use of computerized Accounting systems, preferably the Ministry of Finance's IFMS. Experience in budgeting

Additional Requirements: Experience in handling international payments and claims for rate exchange fluctuation, experience in using Accounting and Stock Management software will be an advantage.

Preference will be given to Namibian citizen and person in disabilities are encouraged to apply.

Enquiries: Mr. G. Habimana, Tel 061 233151

**DIRECTORATE: KARAS REGION
DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: LOGISTICS & FACILITIES MANAGEMENT**

Clerk Grade 2B L3

1 Post : Keetmanshoop (Regional Office)
Salary : N\$ 68 904 x 2592 – N\$ 82 650

Minimum Requirements: A Grade 12/ Senior Certificate (or equivalent qualification) plus three (3) years appropriate experience.

The suitable candidate must have extensive experience in logistics, transport stores and procurement facilities management, budgeting and contract management. Candidates should be in possession of a valid driver's license. Candidates not in possession of a driver's license must be prepared to obtain such within a reasonable period. Computer literacy will be an added advantage.

Job Description: To provide support, guidance and technical advice to supportive, professional and technical staff concerning administrative issues, logistics and facilities in the region. Responsible to supervise and coordinate activities in the transport office, office and general, logistics and stock control subdivision.

Enquiries: Messrs M. R. Fisch, Tel 063 2209020/00/ J. J. Steenkam, Tel 063 2209152

**DIRECTORATE: OSHANA REGION
DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: NURSING SERVICES
SECTION: MEDICAL SERVICES.**

Registered Nurse Grade 3B L3

1 Post : Oshakati
Salary : N\$ 153 849 x 4143 N\$ 170 421

Minimum Requirements: Registration as a Registered Nurse and Midwife with the Nursing Board of Namibia with a post graduate degree or equivalent in Health Management with six (6) years appropriate experience.

Additional Requirements: Minimum of five (5) years experience as a Nurse Manager on supervisor level. Experience in designing and developing quality assurance programmes is added advantage. Candidate should be prepared to travel on short notice.

Job description: The incumbent will be responsible for planning, coordinating, monitoring implementing and controlling of nursing and patient/client care standards in the hospital. Overall supervision and support nursing care activities.

Enquiries: Dr. Naftal. T. Hamata, Tel 065 2233119/Ms. Hilma Kashupi, Tel 065 2233143

**DIRECTORATE: OSHANA REGION
DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: NURSING SERVICES
SECTION: MEDICAL SERVICES.**

Post Designation : Medical Officer Grade 4B (P) L1
1 Post : Omusati Region
Salary : N\$ 258 174 x 7464 – N\$ 288 030
Motor Vehicle Allowance: N\$ 63 862 p.a
Capital Cost : N\$ 48 418 p.a
Running Cost : N\$ 15 444 p.a

Minimum requirements: Registration as a Medical Officer with the Medical board of Namibia. At least six years relevant experience as Medical Practitioner Post-Internship. Management skill are essential.

Additional to Minimum Requirements: Accredited post-graduate qualification in health service or similar institution.

Job Description: Ensure the operation of National Clinical Policies and guidelines. Act as technical advisor to head of Regional programmes and Director. Render technical supervision to district medical staffs. Ensure the orientation of Medical Officers as districts. Participate in multi-disciplinary ward rounds in district hospitals during supervisory visit.

Persons with disabilities are encouraged to apply.

Enquiries: Ms. Hilda N. T. Haipinge, Tel 065 – 251800/Ms. Fiina Akawa, Tel 065- 251 812

Address: Regional Director, Private Bag 504, Outapi, Omusati Region.
