



NATIONAL COUNCIL

The National Council (House of Review) has the following vacancies to be filled by qualified Namibians.

OFFICE OF THE SECRETARY

POSITION A

Post designation	:	Chief Internal Auditor Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 – 424,119
Starting Notch	:	N\$354,883 (per annum)
Transport Allowance	:	N\$10,512.00 (per annum)
Housing Allowance	:	N\$17,424.00 (per annum)

Minimum appointment requirements: *A B-Degree or equivalent qualification on NQF Level 7 plus 3 years' experience.*

Please note: Confirmation of probation is subject to the issuance of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance and Public Enterprises, on advice of the Deputy Director: Internal Auditing of the Ministry of Finance and Public Enterprises.

POSITION B

Post designation	:	Chief Security Operations Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 – 424,119
Starting Notch	:	N\$354,883 (per annum)
Transport Allowance	:	N\$10,512.00 (per annum)
Housing Allowance	:	N\$17,424.00 (per annum)

Minimum appointment requirements: *A National Diploma in either Security Management, Police Science or Military Science on NQF Level 6.*

Please note: An appointment in this position is **subject to vetting**. Candidates must have completed police, military, correctional service or security management basic training. Confirmation of probation is subject to the successful completion of Advanced Security Training by Namibia Central Intelligence Services (NCIS).

DIRECTORATE: GENERAL, RESEARCH & INFORMATION SERVICES

POSITION C

Post designation	:	Chief Human Resource Practitioner Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 – 424,119
Starting Notch	:	N\$354,883 (per annum)
Transport Allowance	:	N\$10,512.00 (per annum)
Housing Allowance	:	N\$17,424.00 (per annum)

Minimum appointment requirements: *A National Diploma on NQF L6, majoring in Human Resources.*

POSITION D

Post designation	:	Administrative Officer Grade 12 (Procurement Management Unit)
1x Post	:	Windhoek
Salary Scale	:	N\$107,753 – 129,240
Starting Notch	:	N\$107,753 (per annum)
Transport Allowance	:	N\$10,512.00 (per annum)
Housing Allowance	:	N\$13,944.00 (per annum)

Minimum appointment Requirements: *A Grade 12 Certificate on NQF L3 with 20-points in five subjects including English with symbol E.*

POSITION E

Post designation	:	Senior Private Secretary Grade 8 (to the Deputy Secretary)
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 – 285,420
Starting Notch	:	N\$238,825 (per annum)
Transport Allowance	:	N\$10,512.00 (per annum)
Housing Allowance	:	N\$17,424.00 (per annum)

Minimum appointment Requirements: *An appropriate National Diploma or equivalent qualification on NQF L6 plus 3-years appropriate experience.*

Enquiries for positions A to E: Human Resource Office, Telephone 061-202 8074 / 8076 / 8070

POSITION F

Post designation	:	Information Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 – 285,420
Starting Notch	:	N\$238,825 (per annum)
Transport Allowance	:	N\$10,512.00 (per annum)
Housing Allowance	:	N\$17,424.00 (per annum)

Minimum appointment requirements: A Bachelor's Degree at NQF Level 7 in one of the following field of study: Media Studies, Journalism, Communication and Marketing.

Having at least 2 years of appropriate experience in Journalism, Public Relations and Multimedia management and experience in Photography, Desktop Publishing, Graphics Design and Livestreaming will serve as an added advantage.

Enquiries: Mr Sakeus likela, Telephone 061-202 8029 / Mobile: 0811651145

COMPULSORY INSTRUCTIONS TO ALL APPLICANTS

- The **Job Description / Duty Sheet** for all the above listed positions, please visit: <https://www.parliament.na>. Click *National Council*→*Opportunities*→*Vacancies*. Download the *duty sheet of the position that you are interested in*.
- Applications must be made on the Government Application Form for Employment No.156043 with provision of Current Employment Particulars under Section C, and a Health Questionnaire No. 156094.
- Application Form for employment must be fully completed, and where the information required does not apply to the applicant, the word **“Not Applicable”** must be indicated.

- Applications must be accompanied by *Police Certified Copies of Educational Qualifications* and their *Transcripts / Academic Records*, proof of citizenship, confirmation of probation in the current position (for current Public Servants), a detailed Curriculum Vitae and Testimonials / Certificate of Services from previous employers. Qualifications obtained from foreign institutions must be accompanied by a Police Certified copy of the Evaluation of Qualifications as issued by the Namibia Qualification Authority (NQA). Applications which do not meet the compulsory requirements will automatically be disqualified.
- In terms of the Affirmative Action Act No. 29 of 1998, qualified women and persons with disabilities are encouraged to apply.

APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING ADDRESS:

The Secretary to the National Council
Private Bag 13371
Windhoek
Street Address: 14 C Love Street

Attention: Human Resource Office

OR HAND DELIVERED TO:

The National Council (Administration Building)
Reception
Ground Floor

CLOSING DATE : Thursday, 18 September 2025 @ 17:00

Please Note: No late submission will be considered. Only shortlisted applicants will be contacted and no documents will be returned.