

# OFFICE OF THE AUDITOR-GENERAL

## DIRECTORATE: ADMINISTRATION DIVISION: HUMAN RESOURCES SUB-DIVISION: LEARNING AND DEVELOPMENT

<b>Post Designation :</b>	Learning and Development Officer Grade 8
<b>1x Post :</b>	Windhoek
<b>Salary Scale :</b>	N\$227,453 - N\$271,828
<b>Housing Allowance :</b>	N\$17,424 per annum
<b>Transport Allowance :</b>	N\$10,512 per annum

**Minimum Requirement:** A B-Degree in Human Resources Management/ Organizational Development/ Industrial Psychology or related field at NQF Level 7.

**Additional Requirements:** Preference will be given to candidates with two (2) years of related experience.

### **Key Performance Areas:**

- Identification of training needs
- Facilitate in-house trainings
- Administration of the Staff Development Fund
- Updating of training information/data, research and update training materials
- Induction and orientation facilitation
- Implement the annual training plan

### **Application Procedure:**

- Applicants must be Namibian Citizens.
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA).
- A fully completed application must be made on the prescribed form 156043 and 156093 (obtainable from any Government O/M/A) and should be accompanied by the applicant's- Curriculum vitae with comprehensive details of work related experience and exposure, Certified copies of Certificate/s of Service from previous employer/s if any, Educational qualifications, Academic records, Identity document.
- Applications not complying with the above may be disqualified.
- Shortlisted candidates may be required to undergo Psychometric Test

**NB: Racially disadvantaged persons, woman and persons with disabilities are encouraged to apply.**

Applications for employment must be addressed to:

**The Deputy Auditor-General**

**Office of the Auditor-General**

**Private Bag 13299**

**Windhoek**

**Namibia**

Or hand delivered at:

**The Office of the Auditor-General**

**123 Robert Mugabe Avenue**

**Windhoek**

**Enquiries:** Mrs. Joolokeni Hamunyela; Tel: 061-285 8426 or Mr. Nehemia Ndeshuuva; Tel: 061-2858401

**PSM CIRCULAR NO. B OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 21 FEBRUARY 2024, CLOSING DATE 20 MARCH 2024**