



REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

Our Ref: S/4/1/1

DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE: WATER RESOURCES MANAGEMENT  
DIVISION: WATER LAW ADMINISTRATION  
SUBDIVISION: WATER LICENCE ADMINISTRATION

VACANCIES

**Post** : Chief Administrative Officer Grade 8 (Re-advertisement)  
**1x Post** : Windhoek  
**Scale of Salary** : N\$238 825- 285 420 per annum  
**Salary Notch** : N\$238 825 per annum  
**Housing allowance** : N\$17 424 per annum  
**Transport Allowance** : N\$10 512 per annum

**Minimum Requirements:**

An appropriate Bachelors Degree in Water Resources Management, Environmental Management, Office Administration or Management on NQF Level 7 plus two (2) years appropriate experience in water licensing and compliance, Environmental Impact Assessment (EIA) or any other closely related experience. The candidate must be in possession of a valid Code B driving licence and attached an original certificate of good conduct from the Namibian Police.

**Functions and Duties:**

- Support the Control Administrative Officer in managing the issuance, renewal, amendment of water licences in accordance with national laws.
- Review complex or law to high-impact water use applications to determine environmental sustainability, and alignment with the water law and allocation plans.
- Supervise and support a team of licensing officers, setting performance standards, providing guidance, and ensuring consistent application of policies.
- Manage, maintain, and update the licence records and filing system of the Division.
- Contribute to the development of national water licensing policies and regulations.
- Liaise with government departments, water users, environmental groups, and community stakeholders to promote sustainable water use.

**Enquiries:** Mr. Salmo Djuulume, Deputy Director. Tel. 061 2087226

**Address:** The Executive Director  
Ministry of Agriculture, Fisheries, Water and Land Reform  
Private Bag 13193  
Windhoek

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| MINISTRY OF AGRICULTURE, FISHERIES,<br>WATER AND LAND REFORM<br>PRIVATE BAG 13184, WINDHOEK |
| 2026 -03- 3 0   |
| HUMAN RESOURCE  |

**Advertised date:** 30 March 2026, **Closing Date:** 15 April 2026



REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

Our Ref: S/4/1/1      DEPARTMENT OF WATER AFFAIRS  
DIRECTORATE: WATER RESOURCES MANAGEMENT  
DIVISION: GEOHYDROLOGY  
SUBDIVISION: MAINTENANCE SUPPORT  
VACANCIES

**Post** : Chief Hydrological Technician Grade 7 (Re-advertisement)  
**1x Post** : Windhoek  
**Scale of Salary** : N\$277 264– 331 358per annum  
**Salary Notch** : N\$238 825 per annum  
**Housing allowance** : N\$14 520 per annum  
**Transport Allowance** : N\$8 640 per annum

**Minimum Requirements:**

National Diploma [NQF L6] or Bachelor's Degree in Mechanical Engineering, Mechanical Technology, or a related field. Minimum of 3 years practical experience in the inspection, maintenance, or certification of mechanical equipment, preferably related to drilling rigs, heavy machinery, or industrial equipment.

Proven experience with hydraulic systems, rotary and percussion drilling equipment, and related mechanical safety standards. Good communication skills in English both written and oral; Knowledge of the Namibia's water legislation and policies; Basic administration, financial and project management skills; Namibian citizenship; A Code C driver's license.

**Functions and Duties:**

- Conduct technical inspections of drilling rigs and associated mechanical equipment to verify compliance with safety, environmental, and operational standards.
- Register approved drilling machines and maintain an up-to-date database of licensed drilling rigs and operators.
- Issue inspection reports and certificates of compliance for machines that meet the required standards.
- Identify non-compliance and recommend corrective actions or de-registration where necessary.
- Provide technical guidance to drilling contractors and operators on safe operation, routine maintenance, and mechanical best practices.
- Develop and update inspection checklists and standard operating procedures for drilling equipment assessments.
- Collaborate with the Water Licensing and Groundwater Management sub-divisions to ensure that only compliant drilling machines are licensed for groundwater borehole drilling.

- Participate in site visits to verify the suitability of drilling operations and provide support to geohydrology teams where required.
- Keep abreast of relevant mechanical standards, technologies, and regulatory requirements.
- Prepare regular reports on inspections conducted, compliance status, and recommendations for management.
- Coordinate and supervise hydrological field surveys, including groundwater data collection, and maintenance of hydrogeological stations.
- Oversee installation, calibration, and maintenance of hydrogeological instruments and equipment.

**Enquiries:** Mr. Sakeus Ihemba, Deputy Director. Tel: 061 208 7148

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