



REPUBLIC OF NAMIBIA

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**TO: ALL EXECUTIVE DIRECTORS
SECRETARIES: NATIONAL ASSEMBLY/NATIONAL COUNCIL
DEPUTY AUDITOR-GENERAL
CHIEF ELECTORAL OFFICER
DIRECTOR: NAMIBIA CENTRAL INTELLIGENCE SERVICES
DIRECTOR: ANTI-CORRUPTION COMMISSION
CHIEF REGIONAL OFFICER: REGIONAL COUNCILS**

**CC: SECRETARY GENERAL: NANTU
GENERAL SECRETARY: NAPWU**

PUBLIC SERVICE MANAGEMENT CIRCULAR NO. 6 OF 2020

PUBLIC SERVICE GUIDELINES ON THE IMPLEMENTATION OF THE "WORK FROM HOME" PRINCIPLE DUE TO THE ADVANCEMENT OF THE COVID-19 OUTBREAK IN NAMIBIA

1. His Excellency the President of the Republic of Namibia, in terms of Article 26(1) of the Namibian Constitution, declared a State of Emergency, with immediate effect on the 17th of March 2020, as a result of the global crisis of COVID-19, which also has affected Namibia.

2. In light of the rising cases of this disease in our country, Cabinet has decided to further strengthen the national response. As a result, Cabinet directed that all staff members in the Public Service must work from home for 14 days from 30th March 2020 to 16th April 2020 (both days included), except those rendering essential services.
3. "Work from home" refers to an official temporary arrangement through which work is carried out by a staff member at his/her home or another premise of his/her choice, other than the official designated workplace in the OMA/RC, which will result in a product or service as specified and agreed to with the employer.
4. Section 1 of the Labour Act, 2007 (Act No. 11 of 2007), defines **essential services** "*as a service the interruption of which would endanger the life, personal safety or health of the whole or any part of the population of Namibia and which has been designated as such in terms of section 77*".
5. The Minister of Labour, Industrial Relations and Employment Creation, in line with Section 77(4) of the Labour Act of 2007, designated the services indicated in attached Annex A as essential services.
6. The Executive Directors and Chief Regional Officers are therefore directed to assess the continuity of the particular services rendered within their OMAs/RCs and identify relevant staff members:
 - 6.1 to remain in service for rendering essential services;
 - 6.2 to work from home where operational requirements so dictate;
 - 6.3 who due to the nature of their job may not work from home, to be granted special leave in accordance with Public Service Staff Rule D.I/V; or
 - 6.4 to be on standby in support of the essential services.

7. Staff members must be informed that the categorization indicated in paragraph 6 above, may change if and when circumstances so dictate. All staff members are therefore directed to remain within the jurisdictional area of their duty station.
8. In view of the above, the Right Honourable Prime Minister has granted authorisation for staff members in the Public Service, who due to the nature of their job may not work from home, to be granted special leave in accordance with paragraph 3 of Public Service Staff Rule D.I/V. Kindly note that the requirement to submit a medical certificate by a registered medical practitioner, has been waived. The granting of the special leave does not apply to:
 - 8.1 those staff members rendering essential services;
 - 8.2 staff members who are required to work from home, where the operational requirements so dictate.
9. Furthermore, it is advisable for Executive Directors/Chief Regional Officers to encourage staff members who are in possession of appropriate privately-owned electronic devices to utilize such devices when working from home and where possible, to provide official tools of trade (i.e. electronic devices and access to internet) for this purpose. In the instance where official tools of trade are provided, the standard Treasury requirements and conditions relating to the utilization of Government properties shall apply.
10. The circular shall be implemented with effect from 26 March 2020.
11. All Executive Directors/Chief Regional Officers and staff members must comply with the above guidelines.
12. This circular and its attachment is available on the eservice (www.eservice.net.local).


GEORGE SIMATAA, (Ph.D)
SECRETARY TO THE CABINET

