

**NIDA INTERNAL TELEPHONE DIRECTORY
MARCH 2024**

EMERGENCIES

City Police 302 302
Police 10 111
Ambulance 21 1111
Fire Brigade 21 1111

Please notify Manager: General Services at Ext. 2340

A
Amaambo R Snr Manager EPZ 2222
Amutenya H Procurement Officer 2225
Amweenye H Finance Officer 2248
Angula M Legal Secretary 2211
Ashipembe P Internal Auditor 2266

B
Bikeur E Finance Officer 2250
Brockhoff H Rent Administrator 2254

E
Edward L Secretary/PA 2294

F
Franis H Reproduction Clerk 2290/2339
Fleermuys E HR Officer Naute 063 250519

H
Haihambo R Financial Accountant 2234
Helao L Property Officer 065 221198

I
lipinge L Property Officer 065 221198
Izaaks A Property Officer 081 141 4877

K
Kandanga B Property Officer 2293
Katjuanjo C Accountant 2269
Kheibeb I Receptionist 2331
Klein L Corporate Legal Advisor 2209
Kotze J Personnel Clerk 2298
Kuume L HR Officer 2207

L
Lucas N Finance Officer 2264

M
Mbako N Management Accountant 2203
Motinga L Secretary/PA 2216
Mouton G Project Manager 067 232336
Mpareke M Secretary/Admin. 066 255020
Munenguni S Personnel Officer 2311
Muremi K Finance Officer 2257
Mushongo A Rundu 081 744 8785

N
Namulo S Debt Collector 2143
Namundjebo P Acting CEO 2263
Nandago N Manager: Gen Services 2340
!Nanuseb W Snr.Man.: Corp Services 2227
Nashandi A Rental Clerk 2255
Ndipwashimwe Property Officer 2214
Ndjavera R Debt Collector 2281
Ngoloyimwe A General Services Officer 2275
Nicodemus T Industrial Dev. Officer 2233
Ntinda J Chief Financial Officer 2285

S
Salubono D Katima Mulilo 081 4231246
Schwartz R Manager: ICT 2307
Shailemo M Assistant Accountant 2354
Shikongo J Manager: Properties 2231
Shikongo J Admin. Officer 2288
Shindongo A-L Investment Promotion 2242
Sirongo W Acting Manager: AgriBusiness 2239

T
Tjikongo M Property Officer 2333
Tjitamunisa I Switchboard 9

V
Victor N Financial Accountant 2246

TELEPHONE SYSTEM

BASIC CALLS

External calls to direct extensions **206** and full extension
Internal calls to switchboard **9**
Internal calls Only extension
External calls **0** and number
Booked calls **9** and request number

ANSWERING CALLS IN ANOTHER OFFICE

Telephone rings, but person is out, dial extension and **6**

CALLS RE-ROUTED

(When the office or building is vacated and to eliminate interruptions, i.e. engaged in a meeting or interview.)

Arrange with a person to take -
Your calls *** 21 *** your extension #
To cancel **# 21 #**

CALLS TRANSFERRED

Press R on Analogue telephones and person's extension

Press Transfer on Digital telephones and person's extension

If engaged or no reply, take call back **Press R** or **Transfer**
Transfer to switchboard **Press R** or **Transfer** and **9**

INTERNAL CALLS

Reply **Dial 8**

EXTENSION IS ENGAGED

Request back linkage **Dial 5** after ext nr

TO LOCK TELEPHONE

To ensure that no unauthorised calls are made

Select personal code -
* 72 * + 0000 + * + personal code +

To lock: *** 72 #**

To unlock: **# 72 * + 4 digit code + #**

AGRICULTURAL PROJECTS

Naute Akwenye S 063 250518

Eersbegin Khorixas Office Joubert J Box 295 067 331125

Kavango Cattle Ranch Sirongo W 067 232336

Mangetti West Mouton G P O Box 731 Tsumeb 067 222736

NIDA REGIONAL, PROPERTY & SATELLITE OFFICES

Oshakati Helao L 065 221198
lipinge L 065 221198
Povanhu A 065 221198

Rundu Marungu F 066 255020
Mpareke M 066 255020
Mushongo A 066 255020

Mariental Izaaks A 081 141 4877

Katima Mulilo Salubono D 081 143 4437

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OFFICE OF THE CHIEF EXECUTIVE OFFICER

Acting CEO Namundjebo P 2263 211
Cell. 081 124 7163
Executive PA Edward L 2294 209
Cell. 081 141 4156

INTERNAL AUDIT

Internal Auditor Ashipembe P 2266 314
Cell. 081 474 1034

RISK MANAGEMENT

Corp. Legal Advisor Klein L 2209 321
Cell. 081 128 6469
Legal Secretary Angula M 2211 319

SITES & PREMISES

Industrial Dev. Officer Nicodemus T 2233 222
Cell. 081 144 4167
Manager: Properties Shikongo J 2231 G15
Cell. 081 356 0087
Property Officer Tjikongo M 2333 G19
Cell. 081 129 3882
Property Officer Ndipwashimwe H 2214 G12
Cell. 081 128 9241
Property Officer Kandanga B 2293 G11
Cell. 081 143 0933
Admin. Officer Shikongo J 2288 G17
Cell. 081 146 0175

FINANCE & ADMINISTRATION DIVISION

Chief Financial Officer Ntinda J 2285 126
Cell. 081 738 6088
Executive Secretary Motinga L 2216 127

FINANCE DEPARTMENT

Financial Accountant Haihambo R 2234 109
Financial Accountant Victor N 2246 134
Management Accountant Mbako N 2203 132
Assistant Accountant Shailemo M 2354 128
Finance Officer Katjujanjo C 2269 112
Finance Officer Muremi K 2257 120
Finance Officer Amweenye H 2249 128
Finance Officer Bikeur E 2250 128
Finance Officer Lucas N 2264 128

CREDIT CONTROL SECTION

Rent Administrator Brockerhoff H 2254 125
Debt Collector Namulo S 2143 124
Debt Collector Ndjavera R 2281 124

INFORMATION TECHNOLOGY

Manager: ICT Schwartz R 2307 118
Cell. 081 129 4555
eFax 088 61 3196

HUMAN RESOURCES DEPARTMENT

Snr. Man Corp Services !Nanuseb W 2227 228
Cell. 081 129 6912

PERSONNEL & SALARIES SECTION

Personnel Officer Munenguni S 2311 227
eFax 088615013
HR Officer Kuume L 2207 216
Personnel Clerk Kotze J 2298 215
Nashandi A 2255 114

EPZ & INVESTMENT PROMOTION DIVISION

Snr Manager Amaambo R 2222 G20
Cell. 081 247 3008
Invest. Promotion Shindongo A-L 2242 315
Cell. 081 127 4023

ENTREPRENEURSHIP DEVELOPMENT

Purchasing Officer Amutenya H 2225 220
Cell. 081 147 3310

GENERAL SERVICES & ADMINISTRATION

Manager: Gen. Services Nandago N 2340 G35
Cell. 081 129 6748
Reception Kheibeb I 2331
Cell. 081 297 3363
Telephonist Tjitamunisa I 9 G10
Reproduction Clerk Franis H 2349 G27
Admin. Clerk Franis H 2290 G39
Gen Services Officer NgoloyimweA 2275 G36
Cell. 081 143 4431

GENERAL

Reception 2331
Stationery 2291
Reproduction 2349

AGRICULTURE PROJECTS

Naute 063 250518
PO Box 1567 Fax: 063 250526
Keetmanshoop Akwenye S Cell. 081 140 7372
Fleermuys E Cell. 081 604 1294

Eersbegin

067 331125
Box 295 Joubert J Cell. 081 3812166
Khorixas

Kavango Cattle

Ranch Fax: 067 232336
Private Bag 2042 Sirongo W Cell. 081 146 0172
Grootfontein

Mangetti West

Mouton G 067 222736
P O Box 731 Cell. 081 207 3149
Tsumeb

NIDA BRANCH OFFICES

	Tel	Fax
Oshakati		
PO Box 2179	065 22-1198	22-1388
Oshakati Helao L	Cell. 081 127 9854	
lipinge L	Cell. 081 141 9530	
Povanhu AN	Cell. 081 246 7023	
Rundu	066 25-5020	25-6118
PO Box 12	Marungu F	Cell. 081 145 4262
Rundu	Mushongo A	Cell. 081 143 4435
	Mpareke M	Cell. 081 324 8648

NIDA PROPERTY OFFICES

Mariental Izaaks A Cell. 081 141 4877
Katima Mulilo Salubono D Cell. 081 143 4437

SPEED DIAL NUMBERS

5009 Naute
5013 Khorixas
5017 Oshakati
5018 Rundu
5030 KCR