

**MANAGEMENT CADRE  
OFFICE OF THE PRIME MINISTER**

**DEPARTMENT PUBLIC SERVICE MANAGEMENT  
DIRECTORATE ORGANIZATIONAL DEVELOPMENT AND GRADING  
DIVISION ORGANIZATIONAL DEVELOPMENT AND GRADING**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Housing Benefits</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum

**Minimum Appointment Requirements:** A B-Degree (NQF Level 7) in Human Resources Management, Public Administration, Business Leadership or Business Management Majoring in Human Resources or an equivalent qualification on NQF Level 7 plus nine (9) years appropriate experience of with at least five (5) years' experience should be at a Grade 5/6 Level.

**Key Performance Areas:**

- The Deputy Director is accountable for the management of Organizational Development and Job Evaluation and Grading functions;
- Responsible for effective and efficient management of Organizational Development, Job Evaluation and Grading, Farming out of work, Temporary Employment/ Occasional Employment and Form Design processes;
- Execute duties and responsibilities in terms of the provision of the Public Service Act, Labour Act, Public Service Commission Act, the Regional Council Act, and the State Finance Act, 1991 and staff rules relevant to the Organizational Development
- Develop and Manage Project Plans of the projects assigned to the Division, prioritize project tasks, control and monitor project registers;
- Responsible for human resource management, development and performance management of the staff in the division;
- Responsible for the preparation, management, execution and monitoring of the divisional annual plan and budget;
- Coordinate the drafting and signing of Performance Agreements;
- Conduct one on one performance reviews and compile monthly, quarterly and annual performance reviews;
- Identify training needs for staff members and prepare divisional annual training plan;
- Participate in Senior Management and administrative issues;
- Participate in the Ministerial workplace programs; and
- Represent the Office of the Prime Minister on relevant government committees when required

**Additional Core Competencies:**

- Knowledge and interpretation of Legislation- Labour Act, 2007(Act No 11 of 2007); Public Service Act, 1995(Act No.13 Of 1995); Affirmative Action, (Employment) Act, 1998(Act No 29 of 1998); State Finance Act, 1991(Act No 31 of 1991); Procurement Act, 2015(Act No 15 of 2015); corresponding Regulations and Public Service Staff Rules;
- Excellent analytical and strategic thinking;
- Exceptional Communication skills (written and oral);
- Computer skills (MS Word, Excel, PowerPoint);
- Financial Management;
- Practical knowledge of Human Capital Management Systems; and
- Training and facilitation skills.

**Enquiries:** Ms. Ellie Ndungula Tel: 061-287 2148/ Ms. Jecinta Matengu Tel: 061 -2873050

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**PSM CIRCULAR NO. J OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 NOVEMBER 2024,  
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