

**MANAGEMENT CADRE
MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION**

DEPARTMENT: ADMINISTRATION

Post Designation	:	Director Grade 3
1x Post	:	Windhoek
Salary Scale	:	N\$554,603 – N\$588,548
Housing Allowance	:	N\$131,280 per annum
Motor Vehicle Allowance	:	N\$123,633 per annum

Minimum Requirements: A B-degree at NQF Level 7 plus nine (9) years appropriate experience related to Human Resources, Finance, Management Support and Auxiliary Services and Procurement.

Competencies: Knowledge of relevant laws and regulations governing Finance, Human Resources, Procurement Management and Asset Management.

Duty Sheet:

- Managing the divisions Human Resources, Finance Auxiliary, Management Support and Auxiliary Services.
- Advice Senior Management on policy matters related to procurement, transport, human resources, finance and general services.
- Coordinate the rendering of management support and auxiliary services (transport, procurement of supplies and stock control, secretarial and administrative services, registry services, messenger and cleaning services).
- Chair or serve as member of several mandatory Committees such as Ministerial Training Committee, Wellness Committee, Affirmative Action Committee, Disciplinary Committee, Stock Control Committee, EDRMS Committee and Loss Control Committee.
- Monitoring and evaluation of the Ministerial Strategic Plan, Annual Plan and implementation of Performance Management System.
- Ensure the implementation of Affirmative Action and timely preparation and submission of Affirmative Action reports to Office of the Prime Minister and Employment Equity Commission.
- Rendering of advisory services to the Executive Director's Office on all Human Resources, Management Support and Auxiliary Services as well as Financial matters.
- Sound knowledge of budget preparation for the whole ministry

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

**DEPARTMENT: MULTILATERAL RELATIONS AND COOPERATION
DIVISION: INTERNATIONAL ORGANISATION**

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

Minimum Requirements: A B-degree at NQF Level 7 or equivalent qualification plus nine (9) years appropriate experience. Qualifications in Diplomatic studies/Politics/International Relations/Laws/ Economic will be an added advantage.

Competencies: Knowledge of the Namibian Foreign Policy and its Management, Multilateral diplomacy, Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, financial management and negotiation skills.

PSM CIRCULAR NO. J OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 NOVEMBER 2024, CLOSING DATE 23 DECEMBER 2024