

MANAGEMENT CADRE

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT

Post Designation	:	Deputy Executive Director Grade 2
1x Post	:	Windhoek
Salary Scale	:	N\$600,319 – N\$637,063
Motor Vehicle Allowance	:	N\$149,351 (Capital and Running costs) per annum
Housing Benefit	:	N\$142,104 per annum

Minimum Requirements: A B-Degree on NQF Level 7 with nine (9) years appropriate working experience of which five (5) years must be at senior management level (at least a Director in the Public Service).

Additional Requirements:

- Good knowledge of national and sectoral policy, legislative and regulatory frameworks and programmes; and
- Transformational managerial and leadership skills and experience in general and particularly in public sector budgeting and financial management, capital project management, housing and human settlement policy development and implementation as well as community (urban and rural) development will be added advantages.

Job Description:

This position and the incumbent:

- a) Reports to and is accountable to the Executive Director on the efficient and effective management and operation of the Department in general; and
- b) Is specifically responsible for ensuring:
 - i) Overall strategic leadership, management and coordination over the operations and programmes of the Department, which consists of the Directorate: Habitat and Housing Development; and the Directorate: Rural Development.
 - ii) That the Department and Directorates have developed and are implementing strategic and annual plans that are aligned to the Ministry's overall strategic and annual plans as well as national development plans and initiatives (Vision 2030, NDPs, the Harambee Prosperity Plans, SWAPO Party Election Manifestos and Cabinet directives);
 - iii) Proper coordination of and synergy between the plans and activities of the units (Directorates) of the Department as well as between the Ministry, sub-national governments (Regional Councils and Local Authority Councils), other Offices/Ministries/Agencies, stakeholders and role players in spatial, human settlement planning and development as well as rural development;
 - iv) The development of policy, legal and regulatory frameworks as well as administrative systems that are required to enable the Department/Ministry to effectively perform its mandate and for effective planning and development of land use, human settlements and rural areas in the country; and
 - v) Adequate planning, provision and management of the financial, human and technical resources that are required to enable the Department and the Ministry to effectively perform their mandates;

- vi) Efficiency, effectiveness, monitoring and evaluation, accountability and reporting within and by the Department as well as by other role players in spatial, human settlement and rural planning and development;
- vii The development and implementation of Performance Management Systems and a High Performance Culture among others by employing or promoting set public service performance standards as well as innovative and business process re-engineering solutions within the Department in particular and the urban and rural development sector in general.
- c) Shall be a member of the Executive Management Team, the Budget Committee and other Management Committees of the Ministry; and
- d) Shall perform any other duties or tasks assigned to him/her by the Accounting Officer.

Areas of competency and personal attributes:

- High emotional intelligence;
- Tested leadership and team building skills;
- Analytical and critical thinking;
- Good communication (oral and written) skills and computer literacy; and
- Familiar with trends and development in the fields of strategic management, spatial and human settlement development.

Please note:

- Only shortlisted candidates will be contacted and no documents will be returned
 - The top candidates emerging from the final interview process will be subjected to a **Vetting**, which will be a key determining factor in the final selection.
 - Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
 - Failure to complete all items on the application form for employment and to attach the necessary required/supporting documents will lead to a disqualification of the application.
 - Women and people with disabilities who meet the advertised requirements are encouraged to apply.
 - Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
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