

MANAGEMENT CADRE
OFFICE OF THE PRESIDENT
NATIONAL PLANNING COMMISSION

**DIRECTORATE: ADMINISTRATION, FINANCE, HUMAN RESOURCES AND INFORMATION
TECHNOLOGY**

Post Designation	:	Director Grade 3
1xPost	:	Windhoek
Salary Scale	:	N\$554,603 – N\$588,548
Motor Vehicle Allowance	:	123,633 (Capital and Running) p.a.
Housing Benefits	:	N\$131,280 per annum

Minimum Requirements: A Bachelor Degree at NQF Level 7 or equivalent qualification plus nine (9) years appropriate working experience.

Supplementary Requirements: At least a Bachelor's degree at NQA Level 9 or equivalent in one of the following fields: Public Administration, Accounting, Business Administration/Management, Human Resources, Information Technology **OR** an appropriate MBA qualifications plus experience in Business Management in will serve as an added advantage.

Purpose of the Position:

This position is responsible to the Executive Director for the management of the administration, finance and human resource, learning & development and Procurement.

Additional Requirements:

The candidate should have:

- At least a 5 years' appropriate experience at the middle management level;
- A good knowledge and understanding of the Public Service Act, Labour Act, Social Security Act, Affirmative Action Act, Public Service Staff Rules, State Finance Act, Treasury Instructions, Public Procurement laws, Stock Taking and Transport Procedures
- Good interpersonal skills with proven managerial and leadership skills.
- Experience in Budgeting and Procurement and must be Computer literate

Job Description:

The candidate shall be responsible for the following tasks:

- To oversee the efficient and effective administration for the administrative support functions.
- Responsible for the performance management system framework.
- Monitor and ensure successful implementation of the Ministerial Plans.
- Responsible for the preparation, co-ordination and consolidation of the annual work plans.
- Ensure implementation of institutional and human resource development programmes;
- Working with the Financial Advisor to ensure effective budget formulation and execution.

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- Facilitate and coordinate the preparation of the procurement plans and submissions and ensure proper implementation thereof
 - Be responsible for the proper management and safe custody of the assets.
 - Ensure implementation of the capital projects.
 - Ensure a robust and responsive IT infrastructure and solutions.
 - Ensure the timely preparation and submission of Affirmative Action reports and all compliance reports to all relevant authorities.
 - Facilitate and oversee the implementation of Employee Wellness Programs;
 - Supervise and coordinate the successful budget execution within the Directorate.
 - Carry out any other duties as and when assigned by his/ her superiors.
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An attractive range of benefits includes pension- and medical aid, Transport Allowance, Housing/Rental Allowance (subject to certain conditions) as well as ample vacation- and sick leave.

Important notes to applicants from inside- and outside the Public Service

- The "Application for Employment"-form (new format) as well the "Health Questionnaire" (both forms are available at all Offices/Ministries/Agencies) should be properly completed and signed. Please note that fax- and email-applications will NOT be considered.
- "Application for Employment"-forms should be accompanied by certified copies of the applicant's highest qualifications (together with the academic transcript in respect of such qualifications).
- Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from this requirement.)
- Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.
- Applications received after the closing date will not be accepted.

An attractive range of benefits includes medical aid, a transport allowance, a housing/rental allowance (subject to certain conditions) as well as ample vacation- and sick leave.

Women and persons with disabilities who meet the requirements are encouraged to apply.

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the following address:

**The Executive Director
National Planning Commission
Private Bag 13356
WINDHOEK**

Or hand delivery at:

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**The Human Resource Office
National Planning Commission
Rooms 151 and 153
1st Floor Government Office Park**

Enquiries: Mr. Mateus Nakwafila at 061-283 4176

**OFFICE OF THE PRESIDENT
NATIONAL PLANNING COMMISSION**

**DIRECTORATE: ADMINISTRATION
SUBDIVISION: MINISTERIAL SUPPORT AND LIAISON SERVICES**

Post Designation	:	Senior Public Relations Officer Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate B-Degree on NQF level 7 (or equivalent qualification) in Public Relations/Journalism/Communication **plus** 4 (four) years of appropriate working experience.

Purpose of the position: This position is responsible for media liaison and for the promotion of the positive image of the National Planning Commission. This position also assists the Executive Director in disseminating information to public and stakeholders.

Job Description:

- Assists in information dissemination to the public;
- Acts as a spokesperson of the Commission;
- Responsible for liaising with media;
- Drafting of press releases and official reports and correspondence;
- Coordinates the compilation and publishing of the annual report of the NPC;
- Prepare brochures and undertake public information campaigns on the activities of the Commission;
- Prepare and arrange for official functions, visits and exhibitions;
- Reviews all media reports and coverage about the NPC (Media Monitoring);
- Prepare and supervise the production of publicity brochures;
- Develop the official event Calendar
- Update the official website and social pages of the Commission;
- Serve as editor of the NPC's publications;
- Any other PR activities as may be assigned.

DEPARTMENT: REGIONAL SECTORAL PLANNING AND POLICY CORDINATION

Post Designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$195,216 – N\$234,144
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: A National Diploma on NQF Level 6 (or equivalent qualification) in Office Administration or Office Management

Purpose of the position: The Private Secretary to the Deputy Chief: National Development Advice (Director) Grade 3 plays a critical role in ensuring the smooth running of the Director's office providing a wide range of support services (secretarial, administrative, reception and handling of confidential matters) to the Deputy Chief: National Development Advice Grade 3. The successful candidate will be a highly organized and efficient individual who will have an excellent opportunity to exercise own initiative and judgement when dealing with special assignments in a fast-paced, forward-thinking organization.

Job Description: Screen calls and visitors, ascertains nature of business and relays information to the Deputy Chief: National Development Advice Grade 3; Schedules on behalf of the Deputy Chief: National Development Advice Grade 3 meetings between him and his direct reports and the committees and groups to which he is a member; Coordinates travel and accommodation requirements in connection with others and ensure arrangements in place for the Deputy Chief: National Development Advice Grade 3 match his requirements; Filters general information, queries, phone calls and invitations; Handling internal and external contacts.

Enquiries: Mr. Manongwa Sikanda **Tel: +264 283 4063/ 4056**

An attractive range of benefits includes pension- and medical aid, Transport Allowance, Housing/Rental Allowance (subject to certain conditions) as well as ample vacation- and sick leave.

Important notes to applicants from inside- and outside the Public Service

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