

<b>Post Designation</b>	:	Director Grade 3
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 554, 603 XP- N\$ 588, 548
<b>Motor Vehicle Allowance</b>	:	N\$ 105, 252 per annum
<b>Housing allowance</b>	:	N\$ 131,280 per annum

**Minimum Requirements:** A B-degree on 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.

**Areas of responsibility:**

- Supervises and directs the formulation of Namibia's Foreign Policy in each of the International and regional organizations of which Namibia is a member
- Supervises Deputy Directors and other officers in the Department with regard to performance agreements, as well as inputs by the Division into annual reports and managements plans
- Co-ordinates the implementation of policy on International and Regional Organizations
- Keeps tracks of Namibia's domestic policy which has an effect on multilateral relations and submits memoranda on their implication
- Liaises closely with the diplomatic mission accredited to Namibia and exchanges views to facilitate their understanding of Namibia's foreign policy on global issues
- Briefs and debriefs Namibian officials Namibian officials attending International and Regional Conferences
- Give lectures and talks to groups and non-governmental organizations, on Namibia's stand on global issues

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

**All Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation must be attached.** The confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant.

Only shortlisted candidate will be contacted, and No application form and document will be returned.

**Please Note:** Racially disadvantaged persons, women, people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.

**Application forms should be addressed to:**

**Executive Director  
Ministry of International Relations and Trade  
Private Bag 13347  
Windhoek  
Or hand delivered to:**

**Resource Office  
MIRT  
Office No. 304, 3<sup>th</sup> Floor, East -wing  
WINDHOEK**

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**OFFICE OF THE PRESIDENT**