

**OFFICE OF THE PRESIDENT
NATIONAL PLANNING COMMISSION**

DIRECTORATE: MONITORING AND EVALUATION

Post Designation	:	National Development Advisor Grade 6
2x Posts	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate Master's Degree on NQF Level 9 (or equivalent qualification) in the following fields: Economics, Macro Economics, Development Economics, Monitoring and Evaluation, Statistics, Development Studies plus approximately 1 year experience OR an appropriate 4 year Honours Degree on NQF Level 8 (or equivalent qualification) with one or more of the following major subjects: Economics, Macro Economics, Development Economics, Monitoring and Evaluation, Statistics, Development Studies plus 4 years appropriate experience.

The following are the detailed functions of the NDA:

- Responsible for monitoring implementation of Government programmes and projects;
- To gather qualitative and quantitative information which will be used in the planning and monitoring of progress of services;
- Conduct Project Visit for Validation;
- Support the development of M&E plans, procedures and systems;
- Monitoring and Evaluating the performance and impact of National Development Plans (NDPs);
- Prepare the NDPs status reports;
- Providing methodological expertise in the development of the M&E tools and methods: the log frame, establishing the baselines, developing the indicators;
- Coordinate the analytical work to ensure that it is harmonized with the work of the M&E and Regional and Sectoral teams to avoid duplication maximize synergy and share information and knowledge;
- Provide M&E guidance for policy formulation relating to NDPs.

DIRECTORATE: MONITORING AND EVALUATION

Post Designation	:	Chief National Development Advisor Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$432,601 – N\$517,195
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate Master's Degree on NQF Level 9 (or equivalent qualification) in the following fields: Economics, Macro Economics, PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Development Economics, Monitoring and Evaluation, Statistics, Development Studies plus approximately 1 year experience OR an appropriate 4 year Honours Degree on NQF Level 8 (or equivalent qualification) with one or more of the following major subjects: Economics, Macro Economics, Development Economics, Monitoring and Evaluation, Statistics, Development Studies plus 4 years appropriate experience.

The following are the detailed functions of the CNDA:

- Supervises and manages the work and activities of National Development Advisors within the Division.
- To monitor the implementation of the National Development Plan (NDP) and provide feedback, to ensure efficient and effective M & E of all programme activities.
- Carry out projects site visits countrywide.
- Coordinates data collection and analysis of statistics and submit progress reports.
- Gather qualitative and quantitative information which will be used in the planning and monitoring of progress of the NDP.
- To design activities to strengthen the capacity of line ministries' staff in M&E through provision of technical support.
- Participate in the design and implementation of baseline and other surveys according to the approved work plan.
- Contributes to nation-wide organizational learning by preparing and disseminating data, lessons learned, good practices and statistical, qualitative evidence provided by activities of NPC to stakeholders.
- Assist the Department's management in the preparation of Departmental annual work plan. Keep abreast of Namibia and NPC policies that have implications on M&E guidelines and approaches. Provide administrative and technical support to other staff members.

Enquiries: Mr. Roux Sampati Tel: +264 283 4063/ 4056

**DEPARTMENT: REGIONAL AND SECTORAL PLANNING; AND POLICY COORDINATION
DIVISION: REGIONAL PLANNING**

Post Designation	:	National Development Advisor Grade 6
2x Posts	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate Master's Degree on NQF Level 9 in the following fields: Economics, Macro Economics, Development Economics (or equivalent qualification) plus approximately 1 year appropriate experience OR a 4 year Honours Degree on NQF Level 8 (or equivalent qualification) in one or more of the following major subjects: Economics, Macro Economics, Development Economics plus approximately 4 years appropriate experience.

Key Responsibilities:

- Strengthen Development Planning capabilities at OMAs and Regional Council
- To provide advisory services to OMAs and Regional Councils in development programmes
- To appraise, monitor and evaluate development projects and programmes
- Conduct research on social, economic trends and devise appropriate strategies
- Research on global trends i.e Local Economic Development (LED) initiatives and utilize them to benefit our local situation necessary

Key Performance Indicator's

- Excellent written and verbal communication skills
- Demonstrates a high level of initiative to identify innovative solutions
- Good analytical skills of both qualitative and quantitative data
- Excellent organizational and time management skills required to meet deadlines
- Responsive to the needs of stakeholders and able to work with minimal supervision

Enquiries: Ms Ndjarakana, telephone: 061 2834000

AFRICAN PEER REVIEW MECHANISM SECRETARIAT

Post Designation	:	Chief Policy Analyst Grade 6 Re-advertisement (Economic Governance and Management)
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate Degree on Namibia Qualifications Framework (NQF) Level 7 plus 3 years appropriate experience.

Additional Requirements: A Bachelor's Degree on Namibia Qualifications Framework (NQF) Level 7 in Economics, Macroeconomics, Public Finance / Development Economics **PLUS** approximately 4 years proven practical appropriate experience. Applicants with a master's degree in Statistics and related fields will be given preference.

Professional Experience: Be familiar with the purpose and objectives of the APRM process as a whole and specifically with the thematic areas of Economic Governance and Management; Knowledge of the AU Agenda 2063 and UN Agenda 2030; Demonstrate ability to work in teamwork and in multi-cultural environments.

Purpose of the position : Contact research relating to the Economic Governance and Management thematic areas of APRM reviews. Provide administrative and technical support to the Chairperson and Deputy Chairperson of the Economic Governance and Management thematic areas of the National Governance Council. Prepare research papers relating to these thematic areas and write newspaper opinion articles.

Job description

- Undertake comprehensive research on Economic Governance and Management in Namibia;
- Liaise with accountable institutions to adhere to the implementation of codes, standards and indicators of Economic Governance and Management as provided for in the APRM base document; Serve as the liaison officer between the National Secretariat and the civil society organizations and ensure their effective involvement and participation in APRM activities in Namibia;
- Develop performance agreements for the staff members under his/ her subdivision in compliance with the performance management system;
- Compiles data and information on the policies, programmes and activities in individual African countries;
- Contributes to activities related to budget funding proposals, (programme/project preparation and submissions, progress reports, etc.) and prepares related documents/reports;
- Performs other duties as required.
- Prepare and maintain information on standards and codes listed in the Declaration on Democracy, Political, Economic and Corporate Governance, as they relate to Economic Governance and Management in individual Member States;
- Oversees the development of indicators related to Economic Governance and Management; Organises the compilation of relevant data and information on such aspects as policies to promote sustainable development, and their reliability and credibility;
- Provides up to date information on countries preparing for or engaged in review processes with respect to their economic situations and policies, including measures to achieve higher and broad-based economic growth, and sustainable development.
- Organises the provision of necessary inputs to the preparatory process of country reviews, as they relate to EGM, including drafting of relevant documents such as Background Papers and Issues Papers;
- Participates in the country review process and provide the CRM with relevant economic expertise; Organises, prepares and provides the necessary inputs to the workshops, seminars, etc on experiences sharing as they relate to EGM.

Enquiries: Dr Alfons Witbeen Director: APRM - National Secretariat Tel: +264 283 4042
Alfons.Witbeen@aprm-au.org

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 not to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from submitting evaluation of NQA.)
- 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.

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:

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

Enquiries: HR at 061-283 4176/4161
