REPUBLIC OF NAMIBIA

Ministry of Urban and Rural Development

DEPARTMENT:	**HUMAN SETTLEMENT DEVELOPMENT**
DIRECTORATE:	**HABITAT AND HOUSING DEVELOPMENT**
DIVISION:	**PLANNING**

Post Designation:	Deputy Director Grade 4
Division:	Planning
Number of Post:	1(One)
Salary Scale:	N$ 543,055 – 570,914
Motor vehicle Allowance:	N$ 110,917.00 pa
Housing Allowance :	N$ 121,560.00 pa
Duty Station:	Windhoek

Minimum requirements: A Bachelor Degree in Town and Regional Planning at NQF Level 7 plus nine (9) years appropriate experience

Supplementary requirements: Registration with Namibia Council for Town and Regional Planners as a professional Town and Regional Planner.

Main Functions:

Evaluate, prepare and advise on urban layout plans with regard to:

1. Town Planning:

- Activity center in general, business center, Industrial areas, residential areas and densities, transport modes, educational facilities, open spaces, municipal services and streets;
- Evaluate the need and desirability of development;
- Consult and coordinate with Local Authorities and Regional Councils on planning issues;
- Evaluate final lay out plans submitted to the Township Board;
- Organize the planning and surveying of township lay out plans;
- Provide guidelines and structure plans for towns;
- Design urban development plans;
- Evaluate town planning schemes prepared in terms of the Township and Division Ordinance (18 of 1954);
- Evaluate applications for subdivisions in terms of Township and Division of land ordinance (11 of 1963);
- Conduct general research on town planning issues; and
- Proclamation of Towns.

2. Regional Planning:

- Advise and assist central Government and Regional Councils on Regional planning and Development, including the compilation of and implementation of regional development plans.

3. Capital Projects:

- Evaluate and advise on the planning and execution of capital projects.

4. Act as an Advisor:

- Advise and assist the Government Urban and Regional Planning Board (URPB), Local Authorities and Regional Councils on the preparation/initiation and implementation of approved town schemes, on the desirability for and necessity of establishing township and on the subdivision of land;
- Advise URPB and the Minister on the desirability for and necessity of a township to be proclaimed;
- Advise on the leasing of state land; and
- Advise on Government policy on the transformation of unsurveyed state land into private land.

Enquiries: Big Don Kondunda, Tel 061 297 5062

Closing Date: 27 November 2026

NOTES TO CANDIDATES:

1. Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**

2. The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/ completed and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK

OR

Hand deliver to:

Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street

3. 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.

4. No fax and email application will be accepted.
5. Only shortlisted candidates will be contacted and no documents will be returned.