MANAGEMENT CADRE

MINISTRY OF URBAN AND RURAL DEVELOPMENT

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

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N$ 543,055 - N$570,914
Motor Vehicle Allowance		
Capital Costs	:	N$ 83,106 per annum
Running Costs	:	N$ 27,811 per annum
Total Allowance	:	N$ 110,917 per annum
Housing Benefit	:	N$ 121,560 per annum

Minimum Requirements: A Bachelor Degree in Town and Regional Planning on 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.
- 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 capital projects.

4. Act as an Advisor:

- Advise and assist the Government (MURD/NAMPAB/Township Board), 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 NAMPAB and the Minister on the desirability for and necessity of a township to be proclaimed.
- Advise on the leasing of state land.
- Advise on Government policy on the transformation of unsurveyed state land into private land.

Enquiries: Big Don Kondunda, Tel: 061 297 5062

Applications must be addressed to:

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

Or hand delivery to:

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

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DIRECTORATE: REGIONAL AND LOCAL GOVERNMENT AND TRADITIONAL AUTHORITIES COORDINATION
DIVISION: LOCAL AUTHORITIES COORDINATION
SUBDIVISION: DISASTER RISK MANAGEMENT COORDINATION

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$17,424 per annum
Transport Allowance	:	N$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus six (6) years appropriate experience.

Supplementary Requirements: A Bachelor Degree in one of the following fields: Public Management / Public Administration or Business Administration or related field on NQF Level 7. The applicants must have served three (3) years at the level of a Chief Administrative Officer or equivalent level.

Key Performance Areas:

- In charge of Subdivision - Disaster Risk Management Coordination;
- Provide leadership and supervisory to the subordinates by coordinating day to day activities;
- Guide and advice subordinates in the attainment of the objectives of the Directorate and that of the Division;
- Coordinate the implementation of the Local Authorities Fire Brigade Service Act, and other disasters and emergencies legal framework;
- Engage key stakeholders in emergency management at Local Authorities;
- Create and keeping database for subsidy, trainings and emergency equipment provided to Local Authorities;
- Prepare submissions and attend to any queries on issues pertaining to emergencies in Local Authorities;
- Planning and budgeting for the Subdivision;
- Prepare plans, programs and strategies for the Sub-division;
- Attend to Directorate, Divisional and Sub-division meeting as requested;
- Conduct training for Local Authorities Disaster Risk Management Committee members;
- Report Writing;
- Liaise with emergency and disaster stakeholders when necessary;
- Assist Local Authorities to establish Disaster/emergency Committees;
- Conduct monitoring and assessments for emergency units and Firefighting equipment;
- Identify training needs for fire fighter and Volunteers;
- Identify training institutions for Firefighter and coordinate such trainings;
- Assist Local Authorities in the recruitment process of Firefighters;
- Conduct monitoring and assessments for emergency units and firefighting equipment;

- Coordinating the procurement of emergency equipment for Local Authorities;
- Represent the Ministry on various Disaster Committee and tasked force as per the Ministry recommendations;
- Advice Local Authorities on any fire brigade services issue; and
- Keeping database for subsidy, trainings and emergency equipment provided to Local Authorities.

Enquiries: Ms. Frieda Andreas, Tel No: 061-297 5138

DIRECTORATE: HABITAT AND HOUSING DEVELOPMENT
DIVISION: HABITAT COORDINATION
SUBDIVISION: HABITAT COORDINATION

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$17,424 per annum
Transport Allowance	:	N$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus six (6) years appropriate experience.

Supplementary Requirements: An appropriate National Diploma in one of the following fields: Public Management or Business Management or qualification in Urban Development or overall Human Settlement Development fields or related fields on NQF Level 6. The applicants must have served three (3) years at the level of a Chief Administrative Officer or equivalent level.

Key Performance Areas:

- In charge of administration of the Subdivision;
- Oversee and ensure execution of the work under the Sections Research and Secretarial Services, by amongst others;
- Ensuring operation of the Namibia Housing Information System (NHIS) and publishing of required reports, in consultation with the Namibia Statistics Agency (NSA), Regional Councils (RCs), Local Authorities (LAs) and all other relevant stakeholders;
- Ensure organization of meetings, taking minutes and submitting of reports on assigned human settlement development committees;
- Responsible for compiling of reports on implementation of Human Settlement Development Plans, such as National Development Plans (NDPs) and related documents;
- Coordinate the Directorate's Strategic/Annual Plan and reviews;
- Assist with clearance of Memorandum of Understandings (MoUs) and Agreements on human settlement issues, and reporting implementation progress thereof;
- Contribute to speeches and memorandum on human settlement issues; and
- Execute any other designated functions.

Enquiries: Ms. Naomi Haufiku, Tel No: 061-297 5019

DIRECTORATE: REGIONAL AND LOCAL GOVERNMENT AND TRADITIONAL AUTHORITIES COORDINATION
DIVISION: FINANCIAL MANAGEMENT
SUBDIVISION: LOCAL AUTHORITIES FINANCE

Post Designation	:	Senior Accountant Grade 7
1x Post	:	Windhoek
Salary Scale	:	N$ 305,684 - N$ 365,322
Housing Allowance	:	N$17,424 per annum
Transport Allowance	:	N$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 majoring in Accounting plus three (3) years appropriate experience.

Supplementary Requirements: Proven extensive knowledge and appropriate work experience in a Local Authority Financial Management environment including budgeting.

Key Performance Areas:

- The incumbent will be responsible for the coordination of the activities of the sub division, Local Authorities Finance;
- Assist in developing standardized investment policies (through the cross-ministerial taskforce on financial management and intergovernmental fiscal transfers;
- Coordination of Local Authorities budget submissions and to ensure final allocations are in line with related guidelines of the MURD;
- Ensure the analysis of the financial reports from the Local Authorities and advise the Chief Accountant;
- Ensure compliance with budgeting guidelines and provide related advice;
- Assist Cross-ministerial financial management taskforce in developing financial management guideline for sub-national governments;
- Assist Local Authorities in developing criteria for recurrent projections to MURD;
- Ensure that Local Authorities budgets proposals are reviewed and ensure compliance with criteria for budget projections and ceiling set by the MURD;
- Advise and ensure applications for budget virementation and additional budget allocations are reviewed and processed;
- Assist in setting tariffs and rates for utilities, based in cost recovery principles;
- Assist in developing mechanisms for debt recovery control;
- Participate in the development of financial management systems to accommodate the phases of delegations and devolution respectively;
- Assist in addressing financial issues raised in Internal Audit reports and reports of the Auditor General office;
- Ensure Local Authorities compliance with the rules and procedures for remitting 5% of property tax to Regional Councils;
- Provide advice and support in relation to selection and implementation of accounting software, the use of spreadsheets, word processing and e-mail to make financial functions more efficient;
- Assist in developing security systems to safeguard financial operations and record keeping;
- Assist in identifying capacity building needs, provide on the job training or facilitate training by external training providers;
- Assist in providing temporary manpower to fill gaps caused by vacancies; and

- And any other official duties or responsibilities assigned by the Chief Accountant.

Enquiries: Mr. Barth Gerald, Tel No: 061297 5085

DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND INFORMATION TECHNOLOGY
DIVISION: FINANCE
SECTION: CREDITORS AND DSA

Post Designation	:	Accountant Grade 8
1x Post	:	Windhoek
Salary Scale	:	N$ 250,767 - N$ 299,691
Housing Allowance	:	N$17,424 per annum
Transport Allowance	:	N$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6.

Supplementary Requirements: A Bachelor's Degree on NQF Level 7 in Accounting or Financial Management and a driver's licence will serve as an added advantage.

Key Performance Areas:

Capturing and processing the following:

- Requisitions;
- Purchase Orders;
- Invoices on the IFMS system;
- Compiling of Treasury submissions;
- Capturing of data on spreadsheets for Reporting;
- Reconciling payments to ensure timely payments of invoices;
- Providing Proofs of payments to clients and Stakeholders;
- Assist in the preparation of Annual Statements to the Office of the Auditor General;
- Ensure timely payment of invoices;
- Capturing foreign payments;
- Ensuring payments are taken to MOF daily;
- The provisions of the State Finance Act, Treasury Instructions, Tender Board Act and Regulations have been complied with;
- Correct recording of transactions;
- Ensure that financial rules and regulations are applied and adhered to; and
- Monthly reconciliation of all expenditure/suspense accounts.

External interface:

- Responses to formal and informal audit queries from the Office of the Auditor General;
- Carry out any reasonable task delegated by the supervisor; and
- Act in the next higher post as delegated.

Enquiries: Ms. Loide Shikongo, Tel No: 061-297 5174

Applications must be addressed to:

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

Or hand delivery to:

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