MANAGEMENT CADRE

OFFICE OF THE PRIME MINISTER

DEPARTMENT: PUBLIC SERVICE MANAGEMENT
DIRECTORATE: ORGANIZATIONAL DEVELOPMENT AND GRADING

Post designation	:	Director Grade 3
1x Post	:	Windhoek
Salary Scale	:	N$ 582,333 - N$ 617,976
Motor Vehicle Allowance		
Capital Costs	:	N$ 94,178 per annum
Running Costs	:	N$ 29,455 per annum
Total Allowance	:	N$ 123,633 per annum
Housing Benefit	:	N$131,280 per annum

Minimum Requirements: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 in Human Resource Management or Public Administration or Business Management or Public Management or Business Leadership or related fields plus nine (9) years appropriate experience.

Supplementary Requirements: A Master of Business Administration (MBA) or Master of Business Leadership (MBL) Degree or equivalent qualification with specialization in Human Resources Management will be an added advantage. Applicants must have served at the level of Deputy Director Grade 4 or equivalent for four (4) years dealing with Organizational Developments, Organizational Restructuring, Job Evaluation, and Research or related roles.

Key Performance Areas:

- The Director is accountable for the management of both Organizational Development and Job Evaluation and Grading functions/process;
- Effectively and efficiently manage the organizational development and Job Evaluation and Grading processes;
- Continuously assess environmental factors to adapt the organization services to the changing needs of the stakeholders;
- Develop and manage a Project Plans of the projects assigned to the Directorate, prioritize project tasks, control and monitor project registers.

Enquiries: Ms. Fiindje Wandjiva, Tel: 061-287 2058 / Ms. Tuyakula Haipinge, Tel: 061-287 3050

DEPARTMENT: CABINET SECRETARIAT, POLICY ANALYSIS AND COORDINATION
DIRECTORATE: POLICY RESEARCH AND ANALYSIS
DIVISION: RECORDS CONTROL AND MANAGEMENT

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N$ 543,005 - 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: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 in Business Administration or Records Management or Public Administration/Management or equivalent plus nine (9) years appropriate experience in the field of Records Management or related fields.

Supplementary Requirements: In the nine (9) years of appropriate experience, three (3) years should be on the level of Chief Policy Analyst or Control Administrative Officer Grade 6 or equivalent level.

Key Responsibilities/Main Duties:

- To coordinate the scrutiny of incoming Cabinet Memoranda, preparation, control and management of cabinet records in terms of safety and security, storage and retrieval, and dispatching of Cabinet documents to Cabinet members.
- Preparation of regular work schedules and allocating them to sub-ordinate staff within the Division;
- Supervise, guide and assist staff of the Division in carrying out their duties, and also scrutinize their respective outputs before relevant documentation are dispatched to O/M/As or stored on the e-Record Management System or in the strong room;
- Coordinating the necessary storage and retrieval of the Cabinet documents on the e-Record Management System or in the strong room;
- Ensuring the Safety and Security of Cabinet Documents and other Official Documents in line with set Security Standards and other operational guidelines in compliance to the Cabinet Handbook;
- Coordination and Supervision of the provision of lithographic services;
- Lead the preparation of Annual procurement plans for the Department;
- Lead the Development and review specifications with initiating Directorates;
- Lead the sourcing of the best economic and competitive quotations;
- Coordinate records of contracts between the Department and service providers;
- Spearhead the compilation of the Division Monthly Performance Report;
- Spearhead and monitor the signing of Performance Agreements, Quarterly Reviews and Annual Appraisals within the Division.

NB: This post is subjected to a Vetting process.

Enquiries: Ms. Ellie Ndungula, Tel No: 061-2872148 or Ms. Breda Muyatwa, Tel No: 061-2872128

Applications must be addressed to:

The Executive Director
Office of the Prime Minister
Private Bag 13338

Windhoek

Or hand delivery to:

Division Human Resources
Office of the Prime Minister
5th Floor
Dr Theo Ben Gurirab Building
Windhoek

OFFICE OF THE PRIME MINISTER

DEPARTMENT: ADMINISTRATION AND INFORMATION TECHNOLOGY MANAGEMENT
DIRECTORATE: HUMAN RESOURCES, ADMINISTRATION AND FINANCE
DIVISION: HUMAN RESOURCES
SUBDIVISION: HUMAN RESOURCES ADMINISTRATION AND WELLNESS

Post Designation	:	Human Resource Administrator Grade 11
2x Posts	:	Windhoek
Salary Scale	:	N$ 139,636 - N$167,481
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: A Senior Secondary Certificate or equivalent qualification on NQF Level 3.

Key Performance Areas:

- Assist Human Resources Practitioners (HRPs) with the sorting, scheduling/listing, screening and processing of applications received for vacant posts.
- Assist HRPs with the preparation and issuing of invitations to shortlisted candidates for interviews.
- Assist in ensuring that the Venue for the written test/Oral interview is available.
- Establish and maintain the Probation Progress Report Register and ensure that records are updated regularly.
- Administer and monitor the submission of probation progress reports and certificates to Heads of Directorates/Divisions.
- Follow up on outstanding probation reports and ensure that the required documentation is submitted within prescribed timeframes.
- Facilitate the processing of confirmation letters for staff members who have successfully completed their probation period.
- Ensure that confirmation documentation is submitted to the Executive Director for approval within the prescribed period.
- Maintain accurate records of probation, confirmation and related personnel actions.
- Administer medical aid applications, amendments, notifications and related documentation.
- Administer and process Social Security registration, admission and claim forms for staff members.
- Maintain accurate and up-to-date records of employee benefit documentation.
- Administer and process staff leave applications in accordance with PSSRs (Leave).
- Monitor leave balances and inform staff members of their available leave credits.

Enquiries: Ms. Josefina Kafunga, Tel No: 061-2872144 or Ms. Ngumeja Tjiuma, Tel No: 061-2872147

DIRECTORATE: PUBLIC OFFICE BEARER'S COMMISSION

Post Designation	:	Private Secretary Grade 9

1x Post	:	Windhoek
Salary Scale	:	N$ 204,977 - N$ 245,851
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma in Secretariat Studies or Office Management or Administration or equivalent qualification on NQF Level 6.

Key Performance Areas:
- Managing office of the director on daily basis.
- Follow up on action items for director, schedule and coordinate appointment.
- Draft letters, emails and capture important documents electronically.
- Maintain incoming, outgoing calls, organize the Office.
- File all correspondences in a hard/soft copies.
- Ensure reservations for meetings and trips are made and update contact lists.

NB: This post is subjected to a Vetting process.

Enquiries: Ms. Helvi Ilonga, Tel No: 061-287 2046 or Ms. Ndeshihafela Shikwambi, Tel No: 061 287 2077

DIRECTORATE: PUBLIC SERVICE INNOVATION AND REFORM
SECTION: POLICY ANALYSIS, MONITORING AND EVALUATION

Post Designation	:	Policy Analyst Grade 7
2x Posts	:	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 Bachelor Degree in Social Sciences: Economics or Industrial Psychology or Population Studies or Statistics or Innovation and Design Thinking or Knowledge Management or Public Management or Public Policy on NQF Level 7 or related fields plus three (3) years appropriate experience in policy analysis, research, knowledge management, public sector innovation, monitoring and evaluation, stakeholder engagement, institutional development and organizational strengthening.

Supplementary Requirements: Preference will be given to candidates with proven experience in social and economic development, policy analysis, research and development, knowledge management, monitoring and evaluation, public sector innovation, institutional reform and stakeholder engagement.

Competence required:
- Strong policy analysis, research and report-writing skills
- Good statistical, economic and socio-demographic analytical skills
- Strong project management
- Good presentation, negotiation skills
- Excellent writing and facilitation skills
- Good research, statistical and analytical skills

- Innovative, critical, independent, and creative thinking abilities
- Technology development and design
- Understanding private, public and civil society interrelations
- Courage and ability to challenge major policy issues at highest level

Enquiries: Mr. Licius Mbaindjikua, Tel No: 061-287 2180 or Ms. Ngumeja Tjiumaa, Tel No: 061-287 2147

DIRECTORATE: PUBLIC SERVICE INNOVATION AND REFORM
SECTION: GRAPHIC DESIGN AND VISUAL CONTENT DEVELOPMENT

Post Designation	:	Policy Analyst 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 Bachelor Degree in Communications/Media Studies/Journalism on NQF Level 7 or related fields plus three (3) years appropriate experience in Publishing or Newswriting or Newsletter production. Experience in Graphic Design, Innovation and Design Thinking, research analysis, public sector innovation, citizens' and stakeholder engagement, and project management will serve as added advantages.

Supplementary Requirements: Preference will be given to candidates with proven experience in graphic design, layout and visual content development, particularly as it relates to newsletter production, media publishing, public communication, content development and/or digital communication:

Competence required:
- Strong writing, editing and proofreading skills.
- Good newswriting, newsletter production and media publishing skills.
- Excellent communication, presentation and stakeholder engagement skills.
- Good research, analytical and information-gathering skills.
- Innovative, critical and creative thinking abilities.
- Knowledge of graphic design, layout and digital communication tools
- Understanding of public sector communication and citizen-focused messaging.
- Knowledge of public sector innovation and reforms.
- Ability to manage deadlines and coordinate publication processes.
- Competence in using computer software and publishing-related applications.
- Strong attention to detail and commitment to accuracy in published content.

Enquiries: Mr. Alan Hansen, Tel: 061-287 2180 / Ms. Ngumeja Tjiuma, Tel: 061-287 2030

DIRECTORATE: DISASTER RISK MANAGEMENT
DIVISION: SUPPORT SERVICES
SUBDIVISION: AUXILIARY SERVICES & WAREHOUSE MANAGEMENT
SECTION: WAREHOUSE MANAGEMENT AND STOCK CONTROL

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N$ 167,481- N$ 200,878
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF level 6 in Business Administration or Supply Chain Management or Logistics or related fields plus one (1) year appropriate experience in Logistics or Stock Management or Asset Management.

OR

A Senior Secondary Certificate or equivalent qualification on NQF Level 3 plus three (3) years appropriate experience in Logistics or Stock Management or Asset Management.

Supplementary Requirements: A valid driver's license will serve as added advantage.

Key Performance Areas:

- Receive, off load and record stock deliveries and distribute to the appropriate storage facilities to facilitate distribution to beneficiaries;
- Record all deliveries and make sure that all good receipt books are updated;
- Investigate, record and report all stock discrepancies;
- Record and report any damaged, missing or faulty goods;
- Perform housekeeping in the warehouse and keep the warehouse clean inside and outside;
- Receive stock in accordance with set stock receiving procedures
- Ensure regional warehouse compliance to Warehouse Standard Operation Procedure (SOP);
- Ensure correct labelling of all stock and update stock registers;
- Ensure maintenance of stock control registers for emergency operations by all regions;
- Ensure regional warehouse compliance to warehouse SOPs;
- Provide stock management support to the Department;
- Write Treasury submissions on acceptance of donations and disposal of stock;
- Coordinate and advise the regions on disposal of stock processes;
- Manage commodity beneficiary management information system (CBMIS);
- Conduct regular stocktaking and verification exercises;
- Manage the performance and development of staff;
- Prepare monthly, quarterly and annual reports.

Enquiries: Ms. Helen Likando, Tel: (061) 287 2148 / Ms. Rosina V. Marenga, Tel: 061 287 2035

SUBDIVISION: AUXILIARY SERVICES & WAREHOUSE MANAGEMENT
SECTION: PROCUREMENT AND SUPPORT SERVICES

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N$167,481- N$ 200,878
Housing Allowance	:	N$13,944 per annum
Transport Allowance	:	N$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Business Administration or Public Management or Supply Chain Management or Procurement Management or Logistics or related fields plus one (1) year appropriate experience in Procurement or Logistics.

OR

A Senior Secondary Certificate or equivalent qualification on NQF Level 3 plus three (3) years appropriate experience in Procurement or Logistics.

Supplementary Requirements: A valid driver's license will be added as advantage.

Key Performance Areas:

- Expedite approval of purchase orders to ensure timely delivery of goods and services;
- Archive all contracts/supplier management documentations;
- Gather and collect information on supplier performance;
- Check completeness and status of all issued purchase orders or requisitions;
- Keep record of accounts payable and internal client queries;
- File all procurement records;
- Facilitate bidding processes with Procurement Management Unit (PMU);
- Draft procurement submissions and update commitment register;
- Ensure proper capturing of records and posting on Pastel;
- Prepare monthly, quarterly and annual procurement reports;
- Manage the performance and development of staff;

Enquiries: Ms. Helen Likando, Tel: (061) 287 2148 / Ms. Rosina V. Marenga, Tel: 061 287 2035

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