

**OFFICE OF THE PRIME MINISTER  
DEPARTMENT: PUBLIC SERVICE MANAGEMENT  
DIRECTORATE: PERFORMANCE IMPROVEMENT  
DIVISION: BUSINESS PROCESS RE-ENGINEERING (BPR)**

<b>Post designation</b>	:	Deputy Director Grade 4
<b>Number of post</b>	:	One (1)
<b>Duty Station</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 478 220 – 502 753
<b>Salary Notch</b>	:	N\$ 478 220
<b>Motor Vehicle Allowance</b>	:	N\$ 102 701 per annum
<b>Housing Allowance</b>	:	N\$ 68 188 per annum

**Additional Benefits:** In addition, membership of a pension fund is compulsory to which the employee contributes 7% of basic pay and the employer 16%, a 13<sup>th</sup> cheque is payable in the birth month, optional membership to a generous medical aid Scheme and a various leave benefits under certain conditions are also available.

### **Minimum Requirements**

A B-Degree in Human Resources Management or Public Administration/Management or equivalent qualification on NQF Level 7 plus 9 years' appropriate experience in performance and process management of which at least 5 years should be on a Chief Grade 5 or 6 Level.

### **Duties and responsibilities:**

- a) Co-ordinate the implementation of the reforms; viz. BPR and CSC in the public service by liaising with OMAs and RCs for the roll-out;
- a) Co-ordinate and give support to OMAs and RCs on development, implementation and sustainability of CSC;
- b) Assist OMAs and RCs to identify core business processes for re-engineering;
- c) Provide technical support for OMAs and RCs to implement the BPR and CSC frameworks effectively;
- d) Co-ordinate training on BPR and CSC framework across the Public Service;
- e) Monitoring, evaluating and reporting progress on BPR and CSC implementation;
- f) Create awareness on BPR and CSC and promote good governance practices in the Public Service;
- g) Supervise, coordinate and assist team members to improve their performance and develop their potential;
- h) Conduct research/benchmark on best practices to implement BPR and CSC; and
- i) Execute any other duty assigned by the supervisor;

## Competency Requirements

The position requires an individual with the following skills/experience:

- a) Analytical and good communication skills;
- b) Proficiency in written and spoken English;
- c) Knowledgeable in the business of the Public Service of Namibia;
- d) Project process , change management and leadership skills;
- e) Computer literacy (Ms Word, PowerPoint presentation, Excel and Publisher);
- f) Research capacity, facilitation and presentation skills;
- g) Problem Solving, interpersonal and listening skills;
- h) Ability to work in a team; and
- i) Ability to absorb and apply new skills.

**GENERAL:** In terms of the Affirmative Action Act, qualifying women and persons with disabilities are encouraged to apply.

Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

A fully completed application on form 156043 and 156094 (obtainable at all Government Offices) together with a comprehensive Curriculum Vitae, original certified copies of educational qualifications, identity documents and testimonials must be addressed to:

The Executive Director  
Office of the Prime Minister  
Private Bag 13338  
Windhoek

**OR**

Hand delivered to the HR, Office No. 519  
5<sup>th</sup> Floor, Office of the Prime Minister  
Theo-Ben Gurirab Building  
Parliament Garden.

**Enquiries: Mrs. Susan Ntema, Tel: 061 287 3150  
Ms Maria Mumwoye Tel: 061 287 2042**

**CLOSING DATE: 19 APRIL 2021**

**OFFICE OF THE PRIME MINISTER  
DEPARTMENT: PUBLIC SERVICE MANAGEMENT  
DIRECTORATE: HUMAN RESOURCES PLANNING AND DEVELOPMENT  
DIVISION: HUMAN CAPITAL MANAGEMENT SYSTEM (HCMS)**

<b>Post designation</b>	:	Deputy Director Grade 4
<b>Number of post</b>	:	One (1)
<b>Duty Station</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 478 220 – 502 753
<b>Transport Allowance</b>	:	N\$ 102 701 per annum
<b>Housing Allowance</b>	:	N\$ 68 188 per annum

**Additional Benefits:** In addition, membership of a pension fund is compulsory to which the employee contributes 7% of basic pay and the employer 16%, a 13<sup>th</sup> cheque is payable in the birth month, optional membership to a generous medical aid Scheme and a various leave benefits under certain conditions are also available.

**Minimum Requirements:** A B-Degree in Human Resources Management or Public Administration/Management or Information Technology or equivalent qualification on NQF Level 7 plus 9 years' appropriate experience in performance and process management of which at least 5 years should be on a Chief Grade 5 or 6 Level.

**Duties and responsibilities:**

- a) Provide Leadership, Supervision and Strategic direction to the HCMS Division;
- b) Organise, lead; manage; develop; coach & mentor staff members and their work;
- c) Develop and coordinate the division's capacity building program in the short- and long-term plan;
- d) Review, interpret and update of Management Information System Policies, procedures and methods for OMAs/RCs;
- e) Coordinate the work of Information Management Systems and Enterprise Wide System Development and related function in OMAs/RCs;
- f) Member of the OPM Senior Management Committee;
- g) Conduct Assessment and readiness studies on the specific areas of concern;
- h) Constant liaising with DPSITM on the appropriate IT Solutions, Policies and Strategies;
- i) Represent OPM on relevant sectoral committees and co-working groups, locally and internationally;
- j) Overall supervision and coordination of the HCMS mechanisms;
- k) Coordinate the roll out of systems development, standard setting and compliance measures by all OMAs'/RCs;
- l) Develop and set standards of reporting on information management related activities and advise on the development, integration of systems and related policies and strategies;
- m) Develop, update and policy framework and strategies;
- n) Provide secretarial services and coordination during the implementation of Management Information Systems.

- o) Write Submissions to relevant authorities to seek approval for projects and new initiatives;
- p) Facilitate legal input and cost effectiveness of projects and their implementation;
- q) Develop, manage and maintain organisational knowledge; and
- r) Provide support and technical advice to OMAs & RCs to Core Working Groups.

**COMPETENCY REQUIREMENTS:**

- a) Analytical, HR, Information Systems, Basic IT Infrastructure and Project Management,
- b) Expertise on oracle technology or any other technology will be used;
- c) Deep knowledge of business process re-engineering;
- d) Project Management certification and Experience;
- e) Familiar with the end-user oracle system component;
- f) Knowledge of Oracle best practice and standards;
- g) Experience with Oracle infrastructure products and functions;
- h) Strategic thinking, planning and mobilising of input and resources;
- i) Computer skills in word-processing, data analysis; database administration, presentation and facilitation coordination; and
- j) HR Capabilities; Leadership; Team building; Innovation; Flexibility; System Integration of HR Policies into Systems/Strategy; Organisational Development, Consensus building; Networking; Research; Consultation; Communication; Marketing; Change Management.

**GENERAL:** In terms of the Affirmative Action Act, qualifying women and persons with disabilities are encouraged to apply.

Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. A fully completed application on form 156043 and 156094 (obtainable at all Government Offices) together with a comprehensive Curriculum Vitae, original certified copies of educational qualifications, identity documents and testimonials must be addressed to:

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Theo-Ben Gurirab Building  
Parliament Garden.

**Enquiries:      Mr Victor Kaulinge  
                     Ms Maria N. Mumwoye**

**Tel: 061 287 3129  
Tel: 061 287 2042**

**CLOSING DATE: 19 APRIL 2021**