

OFFICE OF THE PRIME MINISTER

DEPARTMENT PUBLIC SERVICE COMMISSION SECRETARIAT

POSITION DETAILS

Post Designation:	Deputy Executive Director, Grade 2
1 x Post, Duty Station:	Windhoek
Basic Salary Scale:	N\$555,080 x P – N\$589,055 per annum
Housing Allowance:	N\$97,282 per annum
Motor Vehicle Allowance:-	
Capital Costs:	N\$107,722 per annum
Running Costs:	N\$30,566 per annum

MINIMUM REQUIREMENTS

A Bachelor's degree at NQF Level 7 in Human Resources Management and/or Public Management/ Administration plus at least 9 years appropriate experience including but not limited to HR Management, of which at least 5 years experience is at management level.

ADDITIONAL REQUIREMENTS

Preference will be give to qualified candidates who hold a Master's Degrees in any of the fields as above, and to candidates with additional qualifications in law/ legal field.

JOB SUMMARY

The Deputy Executive Director will be accountable to the Executive Director: Office of the Prime Minister in the execution of administrative support to the Public Service Commission to execute their tasks, and to ensure effective management and functioning of the Public Service Commission Secretariat.

REQUIRED COMPETENCIES

- Knowledge of government Human Resources laws and policies
- Excellent oral communication and writing skills
- Sound knowledge of the Constitution of the Republic of Namibia and laws governing staff matters in the public service
- High moral and ethical values with zero tolerance to unethical behaviour

DUTIES AND RESPONSIBILITIES

- Provide technical and administrative support to the Public Service Commission in carrying out its mandate;
- Ensure prompt and timely submissions and communications between the O/M/As and Regional Councils to the Public Service Commission;
- Provide leadership and administrative oversight to the Department;

- Provide strategic direction to the Secretariat to ensure the implementation of the strategic goals of the Public Service Commission in accordance with its mandate, vision, mission and core values;
- Promote the image of the Public Service Commission;
- Ensure timely design, execution, monitoring and reporting of the Departmental plans and reports;
- Administratively accountable to the Executive Director for the Office of the Prime Minister.
- Ensure the Departmental needs and programmes are aligned to the plans and the budget;
- Ensure effective management and timely execution of the Departmental budget
- Administer and motivate staff of the Department to perform optimally.
- Any other functions as may be delegated and/or assigned by the Executive Director and/or the Commission.

KEY PERFORMANCE AREAS:

- Head and manage the planning, execution and completion of all staffing requirements in accordance with the standards set by the Public Service Act;
- Proactively investigate /research and propose amendments to existing legislation in the Public Service, new legislation and other legal instruments, as case may be;
- Assist staff in the interpretation and application of the provisions of the Constitution, Public Service Commission Act, Public Service Act, Regulations, Staff Rules, Labour Act, Affirmative Action Act, State Finance Act and other legislation applicable to the Public Service;
- Ensure that the objectives of the Department are met through strategic management and budget control;
- Manage and maintain HR databases falling under the auspices of the Department;
- Ensure compliance with ethical standards in the recruitment and selection of suitable persons to the service in conformity with the applicable laws;
- Provide guidance to ensure that Public Service Commission's recommendations and advices are consistent, fair and reliable.

All applications must be submitted to the following address:

By postal or courier to:

The Executive Director
Office of the Prime Minister
Att: Human Resources Division
Parliament Gardens
Love Street
Private Bag 13338
WINDHOEK

OR

Hand deliver to:

The Office of the Prime Minister
Human Resources Division
5th Floor, Dr Theo-Ben Gurrirab Building
Government Offices
Parliament Gardens
Love Street
WINDHOEK

Enquiries: Mr I-Ben Natangwe Nashandi
Tel: +264 61 287 2004/5

OR Ms Ellie Ndungula
+264-61-2872148

In terms of the affirmative action plan, qualifying females and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply. Applicants applying for more than one post must submit separate application for each post. Foreign qualifications must be evaluated by the Namibia Qualification Authority and a proof of evaluation of qualification should be attached. Applicants in the public service must observe to PSM Circular 3 of 2015.

Applicants must be Namibian Citizens and/or Public Servants. 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 above-mentioned address.

ADVERTISE DATE: 29 JANUARY 2021

CLOSING DATE: 26 FEBRUARY 2021

**OFFICE OF THE PRIME MINISTER
DIRECTORATE: DISASTER RISK MANAGEMENT**

Post:	Director, Grade 3
1 x Post:	Windhoek
Salary scale:	N\$512,809 x P – N\$544,196 per annum
Housing Allowance:	N\$81, 558 per annum
Motor Vehicle Allowance	
Capital Cost:	N\$87,202 per annum
Running Cost:	N\$,27,273 per annum

Minimum requirements: A Bachelors Degree or equivalent qualification at NQF Level 7 in any of the following fields/ areas: Business Administration, Social Studies or Economics, Plus 9 years appropriate experience.

Additional requirements: Candidates with qualifications at NQF 7 and appropriate experience and qualifications in disaster risk management or related field will receive preference.

JOB SUMMARY

The Director will be accountable to the Executive Director: Office of the Prime Minister and shall head the Directorate Disaster Risk Management in coordinating disaster risk management in Namibia and executing the decisions of the Committee and facilitate the establishment of an integrated and coordinated system of disaster risk management in Namibia.

REQUIRED COMPETENCIES

- Knowledge and understanding of Disaster Risk Management Act, 2002 and applicable Regulations;
- Understanding of all disaster risk management operating procedures, tools and strategies;
- Understanding of international protocols on disaster risk management, such as the Sendai Framework for Disaster Risk Reduction 2015-2030;
- Excellent oral & written communication skills;
- High moral and ethical values with zero tolerance to unethical behavior.

DUTIES AND RESPONSIBILITIES:

The incumbent will be responsible for:-

- Oversee the performance of the activities of the Directorate as envisaged under section 11 of the Disaster Risk Management Act, 2012;
- Facilitate and coordinate the development, implementation and maintenance of integrated disaster risk management plans for disaster risk management at all levels of government
- Develop, implement and maintain dynamic disaster risk management monitoring, evaluation and improvement programmes;

- Facilitate and coordinate disaster risk assessments;
- Facilitate the development of response and recovery plans to ensure rapid and effective response to disaster that are occurring or are threatening to occur and to mitigate the effect to those disasters that could have been prevented or predicted.
- Provide leadership and administrative oversight to the Directorate;
- Promote the image of the Directorate;
- Ensure timely design, execution, monitoring and reporting of the Directorate plans;
- Manage and oversee the Directorate budget and of the National Disaster Funds;
- Administer and motivate staff of the Directorate to perform optimally.
- Any other functions as may be delegated and/or assigned by the Executive Director.

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5th Floor, Dr Theo-Ben Gurrirab Building
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