



REPUBLIC OF NAMIBIA

OFFICE OF THE PRESIDENT

NATIONAL PLANNING COMMISSION

POST A

DEPARTMENT REGIONAL AND SECTORAL PLANNING AND POLICY CO-ORDINATION

POST DESIGNATION: Chief: National Development Advice Grade 2
1 POST: Windhoek
SCALE OF SALARY: N\$ 555 080 – 589 055
HOUSING BENEFIT: N\$ 97 282-00 p.a (subject to certain conditions)
MOTOR VEHICLE ALLOWANCE: N\$ 138 288-00 p.a. (subject to certain conditions)

Minimum requirements: A Master's degree on Namibia Qualifications Framework (NQF) level 9 from a recognized university in a relevant field (Economics, Development Economics and/or Economic Policy) PLUS 9 years proven professional experience, specializing in development planning, macroeconomic analysis, economic and policy development of which five (5) years should be in economic development and/or planning and (4) years at management level. An understanding of government statistics, national accounts, development planning and research is also required.

Reporting obligations: The Chief: National Development Advice Grade 2 shall report to the Executive Director.

Purpose of position: The Chief: National Development Advice Grade 2 shall head- and serve as the Administrator of the Department Regional & Sectoral Planning and Policy Co-ordination, shall determine policy and direct programmes and will be responsible for all activities of the Department. The Chief: National Development Advice Grade 2's role is to perform a variety of complex national economic development planning and regional planning and research activities, aimed at addressing the socio-economic development needs of the country.

Key responsibilities: Identify and support collaborative efforts with Line Ministries, non-governmental agencies and non-profit organizations and industry leaders to promote regional and sectoral economic development activities that are compatible with Namibia's development agenda; Provide expert advice in the undertaking of a variety of economic analysis, research, strategies, projects and programmes designed to support efforts to promote and enhance regional and sectoral economic vitality; Provide leadership with regards to regional and sectoral plans, policies and overall development planning; Provide technical advice in the development, coordination and review of socio-economic policies; Provide expert advice on development issues and ensure coordination and integration of policy initiatives with National Development Plans and objectives; Ensures periodic evaluation and review of policies, programmes and projects to take account of evolving socio-economic developments and circumstances; Performs any other relevant duties as may be required

Managerial functions: Provides strategic direction and guidance to the Department in accomplishing the short-term, medium-term and long-term tasks required to achieve Vision 2030; Prioritise and coordinate the work of the Department to work collaboratively towards the goals of an NPC; Directs, guides and manages the Department in fulfilling its responsibilities and mandate; Manages the day-to-day operations of the Department, including personnel and financial management; Represents the National Planning Commission at senior officials' meetings and manage matters of strategic importance; Ensures continuing professional development of staff in the Department by undertaking performance management and people development practices; Provides leadership in aligning the activities of the Department to the overall mandate, role and functions of the NPC; Contributes to the collective leadership of NPC.

Knowledge and skills required: Demonstrate commitment to NPC's mission, National Development Plans and objectives; Ability to establish and maintain effective rapport with civil servants, other advisers and with all key NPC stakeholders; Willingness and ability to transfer knowledge and skills to build capacity; Proven management skills and ability to manage day-to-day operations; Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information; Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers; Strong organizational skills; Strong problem-solving and negotiation skills; Ability to exercise sound and independent judgment within general policy guidelines; Conversant with national resources allocation to regions and sectors.

Enquiries: Ms Annelly Haihene at 283-4225

POST B

DEPARTMENT MONITORING AND EVALUATION AND DEVELOPMENT PARTNERS COORDINATION

POST DESIGNATION: Chief: National Development Advice Grade 2
1 POST: Windhoek
SCALE OF SALARY: N\$ 555 080 – 589 055
HOUSING BENEFIT: N\$ 97 282-00 p.a (subject to certain conditions)
MOTOR VEHICLE ALLOWANCE: N\$ 138 288-00 p.a. (subject to certain conditions)

Minimum requirements: A Master's degree on Namibia Qualifications Framework (NQF) level 9 from a recognized university in a relevant field (Economics, Monitoring and Evaluation, Development Economics) PLUS 9 years proven professional experience, specializing in economic and development/economic planning and monitoring and evaluation of which development/economic and monitoring and evaluation of which five (5) years should be in monitoring and evaluation and (4) years at management level. Experience in working with government and development partners is also required.

Reporting obligations: The Chief: National Development Advice Grade 2 shall report to the Executive Director.

Purpose of position: The Chief: National Development Advice Grade 2 shall head, coordinate and manage the Department of Monitoring, Evaluation and Development Partners Coordination and be responsible for multilateral and bilateral economic and technical cooperation, monitor and evaluate the implementation of national development plans, policies and programmes and performance of line Ministries for the development of country.

Key responsibilities: Monitor, evaluate, analyse and report on the implementation of NDPs, policies and programmes; Undertake negotiations with Development Partners with the aim of mobilizing resources for the implementation of plans, programmes and projects; Develop and maintains a framework to support the monitoring, evaluation and reporting of government performance at the national and sub-national levels, in line with the national development goals and objectives; Ensure the monitoring and evaluation of line ministries performance at sectoral level (to measure performance of government policies in each sector of the economy); institutional level (to measure performance of government institutions) and programme level

(to evaluate the effectiveness and impact of public programmes); Develop monitoring and evaluation capacities across government to ensure that the quality, results, and impact of programs and expenditure can be measured at reasonable cost; Provide oversight in the collaboration with Line Ministries to develop results-focused, key performance indicators and clearly defined performance targets upon which progress will be measured; Ensure the development of the data management system for the National M&E system, including data collection tools, identification of data sources, frequency of data collection and data transmission plans; Ensure implementation of knowledge management systems to document lessons learnt from the implementation of programmes and projects; Demonstrate results to stakeholders as part of accountability and transparency; Ensure that there are sound systems and mechanisms regarding management of donor funds to track aid in-flows, its utilization and impact and to ensure that all such donor inflows are targeted towards national social and economic development needs; Provide policy advice and interpretation of international regulations and directives (particularly those pertaining to Namibian regional integration efforts vis-à-vis national development plans in terms of resource implications and requirements; Represent NPC at internal and external meetings, conferences, seminars and workshops as and when required; Perform any other relevant duties as may be required from time to time by Executive Director.

Managerial functions: Provide strategic direction and guidance for the Department in accomplishing the short-term, medium-term and long-term tasks required to achieve Vision 2030; Prioritize and coordinates the work of the Department to work collaboratively toward the goals of NPC; Manage the day-to-day operations of the Department, including personnel and financial management, and providing leadership to the management of economic integration issues; Represent the National Planning Commission at senior official meetings and manage matters of strategic importance; Ensure continuing professional development of staff in the Department by undertaking performance management and people development practices Provide leadership in aligning the activities of the Department to the overall mandate, role and functions of the NPC; Contribute to the collective leadership of NPC

Knowledge and skills required: Demonstrate commitment to NPC's mission, National Development Plans and objectives; Ability to establish and maintain effective rapport with civil servants, other advisers and with all key NPC stakeholders; Excellent negotiation skills with a high level of awareness of donor cultures; Willingness and ability to transfer knowledge and skills to build capacity; Effective and persuasive leadership comfortable with all levels of staff, public and others; Proven management skills and ability to manage day-to-day operations; Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information; Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers; Strong organizational skills, problem-solving and negotiation skills; Ability to exercise sound and independent judgment within general policy guidelines.

Enquiries: Ms Annelly Haihene at 283-4225

An attractive range of benefits includes pension- and medical aid fund as well as ample vacation- and sick leave.

Women and persons with disabilities who meet the requirements are encouraged to apply.

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 following address:

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| The Executive Director National Planning Commission OR HAND-DELIVER TO Private Bag 13356 WINDHOEK | The Human Resource Office National Planning Commission Room 151 / 153 1st Floor Government Office Park |
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ATTENTION: HUMAN RESOURCE OFFICE

Important notes to applicants from inside- and outside the Public Service

- Public servants should channel their "Application for Employment"-forms through their respective Human Resource Offices in order for that Office to attach form 0/352 as well as the letter of confirmation of probation in the applicant's current position to the application. Application forms reaching the Human Resource Office of the National Planning Commission without the documents mentioned above attached to it will be returned to the applicant and will not be accepted if re-submitted after the mentioned closing date.
- "Application for Employment"-forms should be properly completed and be accompanied by certified copies of the applicant's highest qualifications and certificates of service from previous employers. The required certificates of service should reflect very clearly the type of experience/ field in which experience was gained in each position at such previous employers, your exact date of appointment and termination of service and whether such experience was gained on managerial level or not. Please keep in mind that, without service certificates, the experience an applicant claims to have cannot be confirmed which might cause such an applicant not to meet the advertised requirement as far as "proven appropriate experience" is concerned. Failure to properly complete all items on the "Application for Employment"-form and not attaching the necessary/required documents to the application form will disqualify the application. Previous employers might be called at random to confirm the field in/ level on which specific indicated experience was obtained.
- Applicants who attach qualifications obtained from non-Namibian institutions should also attach a certified copy of the evaluation-certificate in respect of such non-Namibian qualification (obtainable from the Namibia Qualifications Authority) together with the transcript of the course which lead to the qualification. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application.
- Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.
- NO APPLICATIONS WILL BE ACCEPTED AFTER THE CLOSING DATE.**

CLOSING DATE FOR APPLICATIONS: 08 MARCH 2019