



OFFICE OF THE PRESIDENT
NATIONAL PLANNING COMMISSION

POST A
DEPARTMENT MACROECONOMIC PLANNING
DIRECTORATE ECONOMIC DEVELOPMENT PRIORITY SETTING AND COSTING

POST DESIGNATION:	Deputy Chief: National Development Advice Grade 3
1 POST:	Windhoek
SCALE OF SALARY:	N\$ 512 809 – 544 196
HOUSING BENEFIT:	N\$ 81 558-00 p.a (subject to certain conditions)
MOTOR VEHICLE ALLOWANCE:	N\$ 114 475-00 p.a. (subject to certain conditions)

Minimum requirements: A Master's Degree at Namibia Qualification Framework (NQF) Level 9 in a relevant field (Public Administration, Human Resources, Economic Development) majoring in Economics **PLUS** a minimum of seven (7) years proven professional experience, of which three (3) years should be on supervisory/management level, specializing in macroeconomic analysis, research, economic development, policy development and forecasting including a substantial amount of knowledge on Economic Development Planning and Policy Development. Substantial proven competence in applied economics as a professional Economist is essential as well as experience of macroeconomic model-building (or a demonstrable aptitude for this work), a thorough understanding of government statistics, national accounts, development planning and research. A PHD in Economics will be an advantage.

Reporting obligations: The Deputy Chief: National Development Advice Grade 3 shall report to the Chief: National Development Advice Grade 2, Department Macroeconomic Planning.

Purpose of position: The Deputy Chief: National Development Advice Grade 3 is responsible for coordinating, preparation and implementation of the National Development Plans (NDPs) national human resource planning and population issues, priority setting and costing of national development plans and programmes. He is also responsible for administration related activities of the directorate including the preparation of the Annual Budget.

Key responsibilities: Produces a National Development Plan that is multi-sectoral and inclusive of cross-cutting issues by conducting consultations with all stakeholders that include communities and public structure; Advises on the optimum mobilization, allocation and management of resources in a sustainable manner; Ensure that the nation's economic resources are used effectively and efficiently in accordance with national principles as outlined in the National Development Plans, various legislation and other existing policy Document provided from time to time; Formulates programme objectives and advises policy levels of Line Ministries in National Development plans in the prioritization of main economic needs of the Regions and Sectors and the available resources; Develops economic advisory approaches and information to assist LM in formulating effective project proposals to ensure that project prioritization is done for each ministry of the government on the basis of the economic and social needs; To make revision or alteration as per necessity, in the program approved as per the allocated budget and give information to the concerned Divisions; To contribute to proper utilization of the available resources by avoiding overlapping of programs, after maintaining coordination among various programs lunched under the National Planning Commission; Develops terms of references for needed consultants and play the lead role in coordinating expert inputs that are provided by local and international consultants for project expert inputs that are provided by local and international

consultants for project implementations, in coordinating technical inputs for major project events in developing partnership with relevant parties as well as in the building information/developing partnerships with relevant parties as well as in building information/knowledge networks; Responsible for the preparation of the sector development plans/strategies for inclusion in the annual development budget; Responsible for the preparation of various activity reports for inclusion in the quarterly and annual reports of the National Planning Commission; Works with the relevant partners to ensure that planning, growth and national policies and priorities complement and are consistent with the national development plans as may be defined in Vision 2030 and other national development strategies.

Managerial functions: Manages the strategic operations of the Directorate, including personnel and financial management, and providing leadership to the management of economic integration issues; Provides leadership and coordinating and supervising the activities of the professional staff within the Directorate, guiding and evaluating their work, setting priorities, standards and targets and establishing work deadlines; Contribute to the planning and management of the work activities of the Department and representing its position and views at higher level administrative meetings; Ensures continuing professional development of staff in the Directorate by undertaking performance management and people development practices; Manage and monitor operations of the Directorate and ensure effective allocation of resources for the various functions and a balance in the workload of the Divisions; Monitor and ensure effective utilization of the operational budget in conjunction with the Finance Division; Manage all staff and related matters provide a friendly, cordial and a motivate environment to work; Promote multi-tasking and delegation of work to the mid-level and junior staff to maximize Directorate's effectiveness and to develop individual skills.

Enquiries: Mr. Sylvester Mbangi at 283-4122

POST B

DEPARTMENT MONITORING, EVALUATION AND DEVELOPMENT PARTNERS

COORDINATION

DIRECTORATE MONITORING AND EVALUATION

POST DESIGNATION : National Development Advisor Grade 6

POST: Windhoek

SCALE OF SALARY: N\$328 139 – 392 158

Minimum requirements : A Master's degree at Namibia Qualifications Framework (NQF) Level 9 in a relevant field (Public Administration, Business Administration, Economic Development) majoring in economics plus a minimum of one (1) year proven professional experience, specializing in economic analysis, research, economic development, and policy development including a substantial amount of knowledge in Monitoring and Evaluation.

OR

An Honors degree at Namibia Qualifications Framework (NQF) Level 8 in a relevant field (Public Administration, Business Administration, Economic Development,) majoring in economics plus a minimum of four (4) years professional experience, specializing in economic analysis, research, economic development, and policy development including a substantial amount of knowledge on Monitoring and Evaluation. A postgraduate qualification in Monitoring and Evaluation will be added advantage.

Purpose of the position : The National Development Advisor supports the Chief National Development Advisor in carrying out the Monitoring and Evaluation (M&E) function of the Directorate of Monitoring and Evaluation. In collaboration with stakeholders S/he is responsible for compilation of reports assessing progress on implementation of National Development Plan. S/he is also responsible for executing M&E responsibilities using the relevant M&E. S/he is also

responsible for provision of M&E technical support to O/M/As in the compilation of interim and annual reports on NDP implementation. The National Development Advisor reports to the Chief National Development Advisor: Monitoring and Evaluation.

Job description: Responsible for monitoring implementation of Government programmes and projects and provide feedback to supervisor, to ensure efficient and effective M&E of the projects activities at all times; Work with other agencies to gather qualitative and quantitative information which will be used in the planning and monitoring of progress of services; Conduct Capital Project monitoring; Support the development of M&E plans, procedures and systems; Support establishment of the general principles, norms and values that underpin the national M&E effort; Monitor and Evaluate performance and impact of National Development Plans (NDPs); Prepare the NDPs status reports; Provide methodological expertise in the development of the M&E tools, log frame, and M&E results framework; Coordinate and harmonize M&E responsibilities with other Directorates to avoid duplication, maximize synergy and share information and knowledge; Provide the leadership in the management collection of data and its analysis to measure the progress of towards NDP targets; Provide leadership in dissemination of NDP findings to the general public; Participate in the development, improvement and implementation of information management systems to support the national M&E effort; Advise on the development of M&E capacity across NPC and Offices, Ministries and Agencies (O/M/As) to ensure that the impact of programmes and expenditure can be measured through valid and reliable processes and procedures; and Provide M&E guidance for policy formulation relating to NDPs.

Enquiries: Mr Roux Sampati at 283 4133 and/or Ms Ndeutalala Amulungu at 283 4132

An attractive range of benefits includes pension- and medical aid fund, a housing-/rental allowance and or housing subsidy, transport allowance as well as ample vacation- and sick leave (if applicable).

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:

The Permanent Secretary
Resource Office
National Planning Commission
Commission
Private Bag 13356
WINDHOEK

OR HAND-DELIVER TO

The Human
National Planning
Room 151 / 153
1st Floor
Government

Office Park

ATTENTION: HUMAN RESOURCE OFFICE

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

1. **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.**

2. **“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.**

3. **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.**

4. **Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.**

5. **NO APPLICATIONS WILL BE ACCEPTED AFTER THE CLOSING DATE.**

CLOSING DATE FOR APPLICATIONS: 22 FEBRUARY 2019