



**OFFICE OF THE PRESIDENT**  
**NATIONAL PLANNING COMMISSION**

**DEPARTMENT OF MACROECONOMIC PLANNING**

**POST A**

**DIRECTORATE ECONOMIC DEVELOPMENT PRIORITY SETTING AND COSTING**

<b>POST DESIGNATION:</b>	Deputy Chief: National Development Advice Grade 3
<b>1 POST:</b>	Windhoek
<b>SCALE OF SALARY:</b>	N\$ 554 603 – 588 548
<b>HOUSING BENEFIT:</b>	N\$ 131 280 p.a (subject to certain conditions)
<b>MOTOR VEHICLE ALLOWANCE:</b>	N\$ 123 633 p.a. (subject to certain conditions)

**Minimum requirements:** A Master's Degree at Namibia Qualification Framework (NQF) Level 9 in a relevant field ( Economics, Macroeconomics, Econometrics, Quantitative Economics, Statistics Development Economics) majoring in Economics **PLUS** a minimum of seven (7) years 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 development of the Macroeconomic Framework for both the national Budget and National Development Plans; responsible and causing the development of the Economic Development Reports, responsible for developing and operationalize macroeconomic models including econometric models; analyze the national economy taking into consideration socio-economic aspects of the Namibian economy; undertake deeper research either individually, in collaboration with staff members and or other organizations; participation in other departmental activities such development of national development plans, national human resource plans, national budgets, and institutional budgets and strategic plans.

**Key responsibilities:** Produces a Macroeconomic Framework for both the National Budget and National Development Plans to inform national budget and national development plans formulation. Undertake industrial surveys and economic intelligence to inform macroeconomic policy decision and production of the Annual Economic Development Reports; Undertake research on topical socio economic aspects of the national economy advise Government through the Director-General of the National Planning Commission; Analyse the national financing ecosystem and advise government on the new sources of revenues and optimal utilization of national budget. Ensure that the nation's economic resources are used

effectively and efficiently in accordance with national principles as outlined in the National Development Plans; Develop economic and statistical data bases and tables for quick advisory inputs and information to NPC management, stakeholders and the society at large; To development a directorate budget as input into the departmental budget and make revision or alteration as per necessity, in the program approved as per the allocated budget and give information to the concerned Divisions; 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 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 in the macroeconomic and financial management of the country; 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 to provide a cordial and a motivating environment to work in; 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**

### **DIRECTORATE OF ECONOMIC DEVELOPMENT PRIORITY SETTING AND COSTING**

**POST DESIGNATION: NATIONAL DEVELOPMENT ADVISOR GRADE 6**  
**POST : WINDHOEK**  
**SCALE OF SALARY : N\$354,883 – 424,119**

**Minimum requirements :** An appropriate Master's degree on NQF Level 9 (or equivalent qualification) with one or more of the following major subjects: Economics, Macro Economics, Development Economics **PLUS** approximately 1-year appropriate experience.

## **OR**

An appropriate 4-year Honours Degree on NQF Level 8 (or equivalent qualification) with one or more of the following major subjects: Economics, Macro Economics, Development Economics **PLUS** approximately 4 years appropriate experience.

**Purpose of the position :** To support the Chief National Development Advisor in management and coordination of the technical work.

**Job description** : To assist in spearheading the formulation of the National Development Plans and coordinate national policy direction of the country; Manages and participates in the development and identification of national goals, objectives, policies and priorities; Conducts and supervises socio-economic research for evidence-based policy making; Advice management through the Deputy Chief: National Development Advice on the socioeconomic developmental issues; In collaboration with other relevant institutions initiating and development national flagship programmes as means for implementing national development plans; plans, directs, coordinates, and review the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures for the operation of the division; Integrates priority matters of national importance into the national development process; participate in the development of the macroeconomic framework to ensure macroeconomic stability and prudence; conduct and supervise research in population and human development sphere and contribute to national policy dialogue on these issues; Prepare the division's and contribute to the directorate's budget.

**Enquiries** : Ms Habani Munyungano at 283 4148

### POST C

#### DIRECTORATE OF MACROECONOMIC ANALYSIS AND MODELLING

**POST DESIGNATION** : NATIONAL DEVELOPMENT ADVISOR GRADE 6  
**POST** : WINDHOEK  
**SCALE OF SALARY** : N\$354,883 – 424,119

**Minimum requirements** : An appropriate Master's degree on NQF Level 9 (or equivalent qualification) with one or more of the following major subjects: Economics / Econometrics or relevant field **PLUS** approximately 1 year appropriate experience in Applied Economics/ Statistics and Econometrics in a national, regional and International economic development.

### **OR**

An appropriate 4-year Honours Degree on NQF Level 8 (or equivalent qualification) with one or more of the following major subjects: Economics / Econometrics or relevant field **PLUS** approximately 4 years appropriate experience in Applied Economics/ Statistics and Econometrics in a national, regional and International economic development.

**Purpose of the position** : To support the Chief National Development Advisor in management and coordination of the technical work.

**Job description** : Conduct research on economic issues and disseminate research findings through technical reports or scientific articles in journals; Studies economic and statistical data in area of specialization (real & demand sector, international Economics and External sector), such as economic growth, inflation, employment, investment, consumption regional integration, trade, balance of payments; Compile, analyzes and reports data to explain economic phenomena and forecast market trends, applying mathematical models and statistical techniques; Conducts research in various area relating to macroeconomic planning; Analyzes, interprets research data and compiles reports on economic conditions in Namibia, Studies the socioeconomic impacts of new public policies such as proposed legislations, taxes, services and regulations; Analyze, evaluate trends and policy frameworks and propose policy options for Namibia; Develop in collaboration with other stakeholders such as Ministry of Finance & Public Enterprises and Bank of Namibia, an integrated macroeconomic modelling framework in the country; Produce and disseminate the medium and long term projections

and short term forecast for planning purposes; Contribute to the national budget macroeconomic framework; Advises the Chief National Development Advisor on matters relating to macroeconomic issues; Formulate recommendations, policies or plans to solve economic problems using macroeconomic analysis; Provide advice and consultation on economic relationships to line Ministries, the public and other stakeholders; Builds and maintain positive relationships with all members of staff, and contacts within the line Ministries and regions; Carries out work plan activities efficiently and within agreed time frames; Assists the department 's management in preparation of department's annual work plan; Undertakes any other reasonable duties as may be requested from time to time.

**Enquiries : Mr. Sylvester Mbangi at 283-4122**

## **POST D**

### **DIRECTORATE OF ADMINISTRATION** **DIVISION INFORMATION TECHNOLOGY** **SUBDIVISION SYSTEMS ADMINISTRATION AND SUPPORT SERVICES**

**POST DESIGNATION : CHIEF SYSTEM ADMINISTRATOR GRADE 6**

**POST : WINDHOEK**

**SCALE OF SALARY : N\$354,883 – 424,119**

**Minimum requirements** : A Degree in Information Technology or equivalent qualification at NQF level 7 **PLUS** 5 years appropriate experience in System Administration. Proficient in Windows domain services, database management and Linux/Unix systems.

**Purpose of the position** : To install/configure, manage, maintain/operate and support the NPC systems hardware infrastructure, software, PC's, LAN and WAN and related infrastructure.

**Job description** : Install, configure, and support the organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Provide support and maintenance to hardware and software systems in-order to ensure network and system availability to all end-users. Plan, coordinate, and implement necessary network security measures, and disaster recovery and prevention services such as routine backups and virus scans. Manage users in the Systems Administration sub-division.

**Key performance areas** : Technical lead for installations, upgrades or enhancements to computer systems and network components; Systems engineering, operations, and performance analysis; Lead server management, network fine tuning and monitoring tools; Monitoring and fine tuning of the network performance; Participating in evaluation of new products and network upgrades; Install software, supporting, and maintaining of servers, storage and other computer systems; Develop and implement IT policies (e.g. user usage, security, backup, recovery etc.); Responsible for setting up/maintaining an operational disaster recovery plan and infrastructure; Setting up/ maintaining an operational anti-malware/ virus system, to avoid malware and all other intrusions on the network; Must have a strong grasp of computer security (e.g. firewalls and intrusion detection/protection systems); Providing support to end users, field/administrative support on computer systems, inclusive of other offices, ministries and agencies when the need arise; Assistance with data retrieval, process operation and application system software commands; Performs diagnostics to determine system failures/faults, initiates or performs routine repairs; Manage the licensing of software and hardware; Designing, implementation and management of Windows computer network domain services.

**Enquiries : Mr Johannes E. Aipanda at 283 4199**

**POST E**

**POST DESIGNATION : SYSTEM ADMINISTRATOR GRADE 9**  
**POST : WINDHOEK**  
**SCALE OF SALARY : N\$263,863 – 296 950 (PJG)**

**Minimum requirements : A Degree in Information Technology on NQF Level 7.**

**Purpose of the position : To install/configure, manage, maintain/operate and support the NPC systems hardware infrastructure, software, PC's, LAN and WAN and related infrastructure.**

**Job description : Install, configure, and support the organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Provide support and maintenance to hardware and software systems in-order to ensure network and system availability to all end-users. Plan, coordinate, and implement necessary network security measures, and disaster recovery and prevention services such as routine backups and virus scans. The Systems Administrator shall report to the Chief Systems Administrator. At least two years' experience as a Computer Technician or Analyst Programmer**

**Key performance areas : Basic theories and application of computer science; basic principles and practices of computer applications development and installation; concepts and administration of computer and network operating systems and applications; practices and methods of systems administration and maintenance; network protocols including TCP/IP and bridging; data storage and communications; principles, practices and techniques in the installation, maintenance and troubleshooting of server hardware and software; reporting tools; Excel, Crystal reports, etc**

**Enquiries : Mr Johannes E. Aipanda at 283 4199**

**An attractive range of benefits includes pension- and medical aid fund, a transport allowance, a housing/rental allowance 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:**

**The Executive Director  
National Planning Commission OR HAND-DELIVER TO  
Private Bag 13356  
WINDHOEK  
ATTENTION: HUMAN RESOURCE OFFICE**

**The Human Resource Office  
National Planning Commission  
Room 151 / 153  
1<sup>st</sup> Floor  
Government Office Park**

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

- 1. The “Application for Employment”-form (new format) as well the “Health Questionnaire” (both forms are available at all Offices/Ministries/Agencies) should be properly completed and signed. Please note that, in cases where more than one position with the same designation is advertised, applicants cannot complete one “Application for Employment”-form for all positions, but a separate application for each position. Applicants should also indicate very clearly on each application-form whether such application is for post A or B. If there is no**

indication the application will not be considered for any one of the advertised positions. Please note that fax- and email-applications will NOT be considered.

2. “Application for Employment”-forms should be accompanied by certified copies of the applicant’s highest qualifications (together with the academic transcript in respect of such qualifications) and certificates of service from all 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 employer(s), 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 will 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. Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. 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. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from this requirement.)
4. Government-employees who apply for the position must attach a certified copy of his/her letter of confirmation of probation in his/her current position.
5. Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.
6. Applications received after the closing date will not be accepted.

**CLOSING DATE FOR APPLICATIONS: 4 APRIL 2025**