

MANAGEMENT CADRE

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DEPARTMENT: VETERANS AFFAIRS

Post designation	:	Deputy Executive Director Grade 2
1xPost	:	Windhoek
Scale of Salary	:	N\$600, 319 – N\$637, 063
Housing benefit	:	N\$142, 104 per annum
Motor vehicle allowance	:	N\$149, 351 per annum

Minimum requirements: A B – Degree on NQF Level 7 with 9 years' appropriate experience including 5 years at Managerial position. Candidates with background on Veterans of the Namibian Liberation Struggle are encouraged to apply.

Additional requirements: Good knowledge of the Public Service Act, Veterans Act, Labour Act, Social Security Act, Affirmative Action Act, Public Service Staff Rules, State Finance Act, Treasury Instructions, Public Procurement Act, Stock Taking and Transport Procedures. Candidates should possess good interpersonal relationship skills with proven managerial and leadership skills. Experience in the field of Budgeting, Capital Project Management, Defence and Security cluster and Computer literacy will be an added advantage.

Job Descriptions:

- The Deputy Executive Director will be responsible for the overall management and coordination of the Department of Veterans Affairs.
- He/she will be reporting to Executive Director and will be responsible for the overall supervision of the Department/Directorates/Divisions and provide guidance.
- Active participation in the Senior Management Committee meetings and variety of internal and external ministerial and regional committees and coordinates activities of the Veteran's Board and the Veterans Appeal Board.
- Play a leadership role in the development of various policies related to Veteran's Affairs, advice and direct on the implementation of new programmes and policies.
- Work towards continuous improvement of structures, procedures and morale, skills and productivity of the staff members in order to improve quality of service.
- Actively participate in programmes design, staff development, planning, budgeting, development and implementation of innovative programmes and projects and interact with all relevant stakeholders.
- The incumbent will serve as a member of the Senior Management Committee (SMC), Management Committee Meeting (MCM), Management Policy Coordinating Committee (MPCC) and Budget Preparation Committee (BPC).
- Coordinate the overall implementation of the Strategic Plan within the Department.
- Daily leadership, management oversight and overall coordination and implementation of various programmes.
- Execute the financial control and budget provisions of the Directorates and Divisions.
- Supervise and coordinate the successful budget execution within the Veterans Affairs.

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- Assist in the administration of the budgets for the Department, Directorates, Divisions, and Subdivisions. Additionally, provide support in the preparation of correspondences and recommendations directed to the Ministry of Finance and Public Enterprises, the Treasury, and the National Planning Commission.
- Monitor and evaluate the performance as well as progress of sub-ordinates within Veterans Affairs in line with Performance Management System.
- Monitor the successful implementation of the Strategic Plan, and Annual Plans within Veterans Affairs.
- Foster a high-performance culture among staff members.

Area of competency emphasis:

- Systems/process co-ordination
- Government business knowledge
- Personal Drive and effectiveness
- Analytical and critical thinking
- Team-Building and inclusiveness
- Leadership

Personal attributes:

- A good communicator, both oral and written
- Ability to generate concepts and ideas
- Familiar with research methodologies and be able to identify conceptual strengths and weaknesses and verify the substantiveness of concepts within the bigger context.
- Initiate best practice human resource strategies

Important Clauses in the submission of an application:

- Security vetting will be conducted on the first three highest scorers of the post after the oral interview.
- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment and those outside the Public Service must attach certificate of service / testimonial (s) from former and current employers in respect of work experience.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA); previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.
- Applications must be made on the latest revised Application for Employment Number 156043 and Health Questionnaire Form Number 156094 which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in an automatic disqualification of the application.
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.
- Application for Employment together with a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; confirmation of probation letter, testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship must be submitted to the following address:

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**The Executive Director
Ministry of Defence and Veterans Affairs
Private Bag 13407
Windhoek**

**Or Hand delivered at:
The Ministry of Defence and Veterans Affairs,
Erf 215, Hoanib Property One Building
Independence Avenue (Opposite NAMPOST Head Office)**

Enquiries: Dr. Wilhelmine Shivute, Tel (061) 204 2056 /Mr. Josia-Reeing A. Halweendo,
Tel: (061) 296 3083
