

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DIRECTORATE: RURAL DEVELOPMENT DIVISION: SECTOR DEVELOPMENT COORDINATION SUB-DIVISION: RURAL INDUSTRIALIZATION

Post Designation	:	Development Planner Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 - N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Bachelor Degree or equivalent qualification on NQF L7.

Supplementary requirements: A Bachelor Degree at NQF Level 7 in Rural and Regional Development, Community Development, Development Studies or equivalent qualification plus a valid Code B driving license.

Key Performance Areas:

- Support and assist Chief Development Planner in formulating rural industrialization entrepreneurship strategies to create jobs and improve the quality of life in rural areas;
 - Develop, update and implement the Annual Activities Plan for the Sub-division, ensuring it aligns with the overarching strategic objectives of rural development interventions;
 - Support and coordinate the work plans of Rural Development Centres, including coordination of student and graduate internships, recruitment of temporary works at Rural Development Centres internally;
 - Analyse and consolidate Accountability reports, Petty cash reconciliations and Sale reports of Rural Development Centres;
 - Manage Capital projects, including participation in site meetings, analysis and prompt payment of invoices;
 - Maintain a database of Capital projects, including all contractual information such as Payments control cards, contracts and addenda;
 - Support the implementation of appropriate technology innovation projects through the Rural Development Centres;
 - Participate in the identification of relevant, appropriate technologies through community assessment and research;
 - Conduct joint monitoring of the rural development initiatives implemented through the Regional Councils and other partners and
 - Perform any other duties assigned by the supervisor.
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DIRECTORATE: RURAL DEVELOPMENT DIVISION: SECTOR DEVELOPMENT COORDINATION SUB-DIVISION: SOCIAL & INFRASTRUCTURE SERVICES DEVELOPMENT

Post Designation	:	Development Planner Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238 825 - N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Bachelor Degree or equivalent qualification on NQF L7.

Supplementary requirements: A Bachelor Degree at NQF Level 7 in Development Studies, Regional and Rural Development, Community Development or any equivalent qualification plus a valid Code B driving license.

Key Performance Areas:

- Support and assist Chief Development Planner in formulating community self - help initiatives to create jobs and improve the quality of life in rural areas;
 - Develop, update and implement the Annual Activities Plan for the Sub-division, ensuring it aligns with the overarching strategic objectives of rural development interventions;
 - Analyse data, assess trends and develop strategies to improve a community's social infrastructure;
 - Participate in inter-ministerial and intra ministerial meetings related to water provision and management, implementation of the national sanitation plans and other related social projects;
 - Formulate and review the operational guidelines of the rural development initiatives.
 - Analyse and scrutinize Project Identification Forms (PIFs) from Regional Councils and funding requests and prepare submission for internal consideration;
 - Prepare reports and concepts notes of the rural development initiatives;
 - Serve as the liaison between central and sub-national governments on rural development initiatives;
 - Conduct joint monitoring of the rural development initiatives implemented through the Regional Councils and other partners and
 - Perform any other duties assigned by the supervisor.
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**DIRECTORATE: RURAL DEVELOPMENT
DIVISION: SECTOR DEVELOPMENT COORDINATION
SUBDIVISION: OKASHANA RURAL DEVELOPMENT CENTRE**

Post Designation	:	Senior Community Liaison Officer Grade 8
1x Post	:	Okashana Rural Development Centre
Salary Scale	:	N\$238 825 - N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Bachelor's Degree or equivalent on NQF 7.

Supplementary Requirements: A Bachelor's Degree at NQF level 7 in Agricultural Management, Rural Development, Community Development or equivalent qualification plus three (3) years appropriate experience in community outreach activities, or equivalent role plus a valid Code B driving license. Three (3) years appropriate experience in agricultural extension services or equivalent role of which two (2) years should have been at supervisory level.

Key Performance Areas:

- Oversee community self-help initiatives, focusing on entrepreneurship, agriculture, value addition to natural resources/products and other sectors;
 - Facilitate marketing of all goods and services offered by the rural Development Centre;
 - Solicit active community participation in rural development initiatives;
 - Identify potential development initiatives through conducting community needs assessments;
 - Facilitate community training in fields such as crop and animal husbandry, value addition and others;
 - Develop, implement and monitor the Centre's community outreach and marketing initiatives;
 - Ensure the availability of marketing and community training materials;
 - Compile and submit monthly activity plans and reports on the implementation and progress of the planned activities
 - Ensuring accurate records and database of the section are maintained and up to date;
 - Coordinate participation in local and international expos, exhibitions, and other platforms to disseminate information about the Centre's activities; and
 - Perform any other assignment as may be assigned by the supervisor.
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DIRECTORATE: RURAL DEVELOPMENT
DIVISION: SECTOR DEVELOPMENT COORDINATION
SUBDIVISION: ONGWEDIVA RURAL DEVELOPMENT CENTRE

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Ongwediva Rural Development Centre
Salary Scale	:	N\$238 825 - N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: National diploma or equivalent qualification on NQF 6.

Supplementary Requirements: A three (3) year Diploma in Hospitality Management, Culinary Arts or equivalent qualification at NQF Level 6 plus a valid Code B Driving License. Three (3) years working experience in hospitality environment of which two (2) years should have been at supervisory level.

Key Performance Areas:

- Manage the quality and cost recovery of hospitality services for the Rural Development Centre;
- Develop, update and implement planned hospitality activities in accordance with hospitality standards and procedures;
- Ensure that necessary changes to improve the hospitality activities at the Centre are tabled and approved by management;
- Ensure high-quality hospitality services such as catering, accommodation and conferencing services;
- Ensure that the hospitality services adhere to the regulations and standards of the Namibia Tourism Board, Town Council and any other regulatory body in Namibia;
- Promote a culture of high performance by setting and monitoring standards in the hospitality section;
- Maintain accurate records and up to date database for hospitality administration;

- Compile and submit monthly activity plans and reports to the Centre Manager;
- Handle customer complaints and grievances promptly to ensure customer satisfaction;
- Facilitate the creation and implementation of standard monthly and special menus for specific functions or customer needs, ensuring balanced and healthy options;
- Ensure compliance with occupational health and safety standards in the Hospitality Industry;
- Ensure a safe, hygienic and healthy work environment for staff and customers
- Perform any other assignment as may be assigned by the supervisor.

Notes to Candidates:

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**
- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
- The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK**

Or hand delivers to:

**Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street**

Enquiries: Ms. Aurelia Hatutale 061-297 5044
