

MANAGEMENT CADRE

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES AFFAIRS

Post Designation	:	Deputy Executive Director Grade 2
1xPost	:	Windhoek
Salary Scale	:	N\$ 600,319 – N\$ 637, 063
Motor Vehicle allowance	:	N\$ 149, 351 (Capital and Running costs)
Capital Costs	:	N\$116, 340 per annum
Running Costs	:	N\$ 33, 011 per annum
Housing Benefit	:	N\$ 142, 104 per annum

Minimum requirements: A B-Degree on NQF Level 7 with nine (9) years appropriate working experience of which five (5) years must be at senior management level (at least a Director in the Public Service) and at Public/ Private Sector should be at Senior Manager/ General Manager level or equivalent.

Additional requirements

- Good knowledge of national and sectoral policy, legislative and regulatory frameworks and programmes; and
- Transformational managerial and leadership skills and experience in general and particularly in public sector budgeting and financial management, capital project management, housing and human settlement policy development and implementation as well as community (urban and rural) development will be added advantages.

Job Description

This position and the incumbent:

- a) Reports to and is accountable to the Executive Director on the efficient and effective management and operation of the Department in general; and
- b) Is specifically responsible for ensuring:
 - i) Overall strategic leadership, management and coordination over the operations and programmes of the Department, which consists of:
Overall strategic leadership management and coordination over the operations and programmes of the Department, which consists of:
 - The Directorate: Regional and Local Government and Traditional Authorities Coordination and
 - The Directorate: Decentralisation Coordination.
 - ii) That the Department and Directorates have developed and are implementing strategic and annual plans that are aligned to the Ministry's overall strategic and annual plans as well as national development plans

and initiatives (Vision 2030, NDPs, the Harambee Prosperity Plans, SWAPO Party Election Manifestos and Cabinet directives);

- iii) Proper coordination of and synergy between the plans and activities of the units (Directorates) of the Department as well as between the Ministry and the Sub-national Governments (Regional Councils and Local Authorities) and Traditional Authorities) as well as other O/M/As and stakeholders;
 - iv) The development of policy, legal and regulatory frameworks and instruments as well as administrative systems that are required to enable the Department to effectively perform its mandate and the implementation and administration thereof with a sense of urgency;
 - v) Adequate planning, provision and management of the financial, human and technical resources that are required to enable the Department and the Ministry to effectively perform their mandates;
 - vi) Efficiency, effectiveness, monitoring and evaluation, accountability and reporting within and by the Department as well as Sub-national governments and traditional authorities
 - vii) The development and implementation of Performance Management Systems and a High Performance Culture among others by employing or promoting set public service performance standards as well as innovative and business process re-engineering solutions within the Department in particular and the urban and rural development sector in general.
- c) Shall be a member of the Executive Management Team, the Budget Committee and other Management Committees of the Ministry; and
 - d) Shall perform any other duties or tasks assigned to him/her by the Accounting Officer.

Areas of competency and personal attributes:

- High emotional intelligence;
- Tested leadership and team building skills;
- Analytical and critical thinking;
- Good communication (oral and written) skills and computer literacy; and
- Familiar with trends and development in the fields of strategic management, spatial and human settlement development.

Please note:

- Only shortlisted candidates will be contacted and no documents will be returned
- The top candidates emerging from the final interview process will be subjected to a **Vetting**, which will be a key determining factor in the final selection.

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- Failure to complete all items on the application form for employment and to attach the necessary required/supporting documents will lead to a disqualification of 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.
- Applicants who are outside the public service must attach proof of confirmation of employment or testimonial to their application forms.
- Application (form 156043 obtainable at all Government Offices) 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

Enquiries: Dr. Wilhemine Shivute, Executive Director, Tel (061) 297 5180 and/or Mr Ericksson Hailaula, Deputy Director: Human Resources Management and Development, Tel (061) 297 5105.

DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES AFFAIRS
DIRECTORATE: REGIONAL, LOCAL GOVERNMENT, AND TRADITIONAL AUTHORITIES
COORDINATION
DIVISION: LOCAL AUTHORITIES COORDINATION

Post Designation	:	Deputy Director Grade 4 (RE-ADVERTISEMENT)
1xPost	:	Windhoek
Salary Scale	:	N\$ 517,195 – N\$ 543,728
Motor Vehicle Allowance	:	N\$ 110,917 per annum
(Capital Cost)	:	N\$ 83,106
(Running Cost)	:	N\$ 27,811
Housing Allowance	:	N\$ 121,560 per annum

Minimum Requirements: A Bachelor Degree on NQF Level 7 plus nine (9) years appropriate working experience.

Supplementary requirements: Applicant with qualifications in one of the following fields: Public Administration/ Management, Local Government Studies and/or Legal (law) or related qualification will serve as an added advantage.

Main duties of the job:

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

- Overseeing the development, formulation and administration of legislation pertaining to Local Authorities;
- Providing and coordinating technical support and capacity building to stakeholders;
- Overseeing research and ensuring harmonised and sustainable implementation at local authorities;
- Managing a Division;
- Reviewing existing legislation;
- Ensuring adherence to national legal and procedural frameworks, and ensuring that government system proposed fits in with legislation and policies;
- Advising local authorities; and
- Providing or coordinating capacity building and overseeing compliance.

Enquiries: Ms. Frieda Andreas (061) 297 5286

**DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT
DIRECTORATE: RURAL DEVELOPMENT
DIVISION: PLANNING, MONITORING, AND EVALUATION**

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$ 517,195 – N\$ 543,728
Motor Vehicle Allowance	:	N\$ 110,917 per annum
(Capital Cost)	:	N\$ 83,106)
(Running Cost)	:	N\$ 27,811)
Housing Allowance	:	N\$ 121,560 per annum

Minimum requirements: A Bachelor Degree on NQF Level 7 plus nine (9) years appropriate working experience.

Additional Requirements: A recognised Bachelor's Degree on NQF Level 7 in Monitoring and Evaluation or Project Management or Population and Statistics or Social Sciences.

- A postgraduate qualification in Monitoring and Evaluation will be an added advantage.
- Applicant should be in possession of a valid Code B Driving License.

Main duties of the job

- Responsible for development and ensuring the effectiveness monitoring and evaluation framework for rural development in Namibia;
- Providing leadership and oversight for the development and implementation of monitoring and evaluation (M&E) systems of rural development;
- Designing, coordinating, and managing M&E activities to assess the effectiveness of rural development programmes, identify areas for improvement, and ensure accountability;

- Providing guidance and support to staff involved in M&E activities, building their capacity to conduct adequate monitoring and evaluation;
- Coordinating the preparation of various sector reports and thematic papers on rural development;
- Responsible for the production of the Annual Rural Development Review and Planning report;
- Contributing to the review of the Annual Plan, the National Strategic Plan of Rural Development and Policy reviews when required;
- Strengthening collaboration with other Government Offices, Ministries and Agencies and external partners on monitoring and evaluation issues;
- Managing and responding to audit queries about the performance of the Directorate of Rural Development;
- Preparing annual budgets and financial statements, and linking the implementation of the directorate/divisional programmes/projects to the government's budgetary cycle;
- In collaboration with Regional Councils, Local Authorities, and Traditional Authorities, support studies and research on rural development;
- Supervising, monitoring and ensuring the effective functioning and performance of the Division of Monitoring and Evaluation;
- Ensuring that all staff members of the Division have job descriptions and have signed mandatory performance agreements; and
- Performing any other functions as may be assigned from time to time by the Supervisor.

Enquiries: Mr. Titus Endjala, Tel: 061- 297 5225

NOTES TO CANDIDATES:

1. Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
2. Failure to complete all items on the application form for employment and to attach the necessary required/supporting documents will lead to a disqualification of the application.
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