

MANAGEMENT CADRE

MINISTRY OF HEALTH AND SOCIAL SERVICES

DEPARTMENT OF HEALTH AND SOCIAL WELFARE POLICY DIRECTORATE: SOCIAL WELFARE SERVICES

Post Designation	:	Director Grade 3
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$ 554, 603 –N\$ 588, 548
Housing Benefit	:	N\$ 123, 633 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$ 94, 178 per annum
Running Cost	:	N\$ 29, 455 per annum

Minimum Requirements: Candidate must have a B-Degree (NQF Level 7) in social welfare services plus nine (9) years appropriate experience.

Additional Requirements: Must have a registration as a Social Worker with the Health Professions Council of Namibia (proof to be attached). Must have at least four (4) years' experience at mid-level management (Deputy Director or equivalent). Knowledge of relevant social welfare legislation, policies, and guidelines. Proven knowledge and experience in strategic planning, leadership, organisational development, project and general management. Expertise in prevention and treatment of substance abuse, suicide prevention, welfare organisation management, parenting programmes, psychosocial support, and services to older persons. Computer literacy (Microsoft Office).

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).**

Applications (on form 156043) must be addressed to:

**The Executive Director
Ministry of Health and Social Services,
Head Office
Private Bag 13198,
Windhoek.**

Hand delivery to: Human Resources Management office, Ministerial Building (**Head Office**) Harvey Street, Windhoek.

Enquiries: Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2388.
