

MANAGEMENT CADRE

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DEPARTMENT: LIFELONG LEARNING, ARTS, AND CULTURE

Post Designation	:	Deputy Executive Director Grade 2 (Re-advertisement)
1 x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$600,319 – N\$637,063
Motor Vehicle Allowance	:	
Capital Cost	:	N\$116,340.00 per annum
Running Cost	:	N\$ 33,011.00 per annum
Total Cost	:	N\$149,351.00 per annum
Housing Allowance	:	N\$142,104.00 per annum

Minimum Requirements: A B-degree at NQF L7 plus 9 years of appropriate experience.

Supplementary Selection Requirements:

- Master's Degree in Arts / Culture / Heritage / Information & Knowledge Management / Library Science / Archival Science / Management / Education or related disciplines aligned to the mentioned sectors will be an added advantage.
- Appropriate management and/or sector-related experience or related fields will receive preference.
- A driver's license.

Job Summary

This post forms part of the Senior Management cadre of the Ministry of Education, Innovation, Youth, Sports, Arts and Culture. The Deputy Executive Director provides strategic leadership and management oversight for the implementation of policy, organizational development, financial management, and personnel provisioning. The role ensures effective decision-making, coordination, and liaison across the Department's functional areas - aligned to the Arts, Culture, Heritage, Namibia Library and Archives Service, and Adult Education mandate. The incumbent ensures the overall effective functioning of the Department in line with national development priorities, including Vision 2030, NDP6, relevant policy-related documents, as well as commitments that Namibia has made to African and international policy instruments. (e.g. UNESCO 2005 Convention, AU Agenda 2063, Charter for African Cultural Renaissance and SADC Protocol on Arts and Culture).

Key Duties and Responsibilities:

- Provide strategic leadership to the Ministry of Education, Innovation, Youth, Sports, Arts and Culture in carrying out its mandate in fulfilment of its Arts, National Heritage and Culture, Namibia Library and Archives Service and Adult Education functions;
- Provide leadership and administrative oversight to the Department;

- Drive the innovation, partnerships, and resource mobilization to strengthen the cultural and creative sector including developing funding strategies and public-private partnerships;
- Coordinate cross-sectoral collaboration with other ministries (e.g. Tourism, Trade, Information and Communication Technology, Industry) and related agencies and organisations (e.g. Namibia Film Commission, Business Intellectual Property Authority and Arts Performing Centres) to advance the creative economy and national cultural development goals;
- Lead and represent Namibia's cultural interests effectively within existing regional and international frameworks;
- Ensure timely design, execution, monitoring and reporting of the Departmental plans and reports;
- Ensure the Departmental needs and programmes are aligned to the National plans and the budget;
- Ensure effective management and timely execution of the Departmental budget
- Administer and motivate staff of the Department to perform optimally;
- Active participation in Management Committee Meetings and a variety of internal, inter-ministerial and regional committees as well as relevant Boards and Trust;
- Administratively accountable to the Executive Director: Education, Innovation, Youth, Sports, Arts and Culture;
- Any other functions as may be delegated and/or assigned by the Executive Director: Education, Innovation, Youth, Sports, Arts and Culture.

Enquiries: Mr. Petrus Elago Tel: (061 - 2933240)

Note: All interested applicants should complete the necessary Application Forms 156043 and Health Questionnaire 156094 (obtainable at any government office), attach a detailed comprehensive Curriculum Vitae (CV), **original certified** copies of qualification (s) with **transcripts of qualification (s)**, Identify Document, testimonials and confirmation of probation if applicable. All foreign qualifications must be accompanied by an evaluation from Namibia Qualification Authority (NQA). In terms of Affirmation Action Plan, suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

Applications should be addressed to:

Ministry of Education, Innovation, Youth, Sports, Arts & Culture
Human Resource Office
Private Bag 13186
Windhoek

Or hand deliver to:

Ministry of Education, Innovation, Youth, Sports, Arts & Culture
Government Office Park, Luther Street
Human Resource Office, 2nd Floor
East Wing, Room No. 257