

MINISTRY OF INTERNATIONAL RELATIONS AND TRADE

DIRECTORATE: INTERNATIONAL TRADE

DIVISION: TRADE POLICY

Post Designation	:	Deputy Director Grade 4
1x post	:	Windhoek
Salary Scale	:	N\$ 543 055 XP- 570 914
Motor Vehicle Allowance	:	N\$ 102 701 p.a
Housing allowance	:	N\$ 121 560 p. a

Minimum Requirements: An appropriate B-degree on NQF Level 7 in Economics or Commerce, International Business, International Trade, Commercial or Trade Law, Business Administration and Trade Policy analysis or equivalent qualification plus nine (9) years of appropriate experience in either of the following: Trade, Trade Law, Economic, Commercial, Legal or related field.

Supplementary Requirements: Applicant must be at the supervisory or middle management level.

Key Duties and Responsibilities:

- Responsible for the formulation of annual plans for the Division of Trade Policy, in consultation with the Director of International Trade and other staff members as well as other departments, and Chambers of Commerce.
- Will be responsible for Trade in Services Negotiations (all levels), Asia (excluding India), WTO, UNCTAD, SADC – EU EPA, USA bilateral & AGOA, Americas bilateral (excluding MERCOSUR countries), Commonwealth, OACPS, Europe bilateral, Trade Statistics, and G20.
- Provide guidance and supervise the activities of all staff of the Trade Promotion Division.
- Manage Namibia's foreign trade policy with a view to increase the export share of the GNP.
- Follow and constantly monitor developments in the multilateral, regional and bilateral trade arrangements and advise the Director accordingly.
- Handle Namibia's participation in the trade negotiations at multilateral, regional and bilateral levels with a view to improve market access for Namibia's products (goods and services).
- Formulate and keep updating Namibia's strategy for positioning the national economy in the regional and global trading arena, with a particular emphasis on promoting regional economic integration.
- Keep close liaison with national economic stakeholders, such as manufactures and exporters, commercial services providers, economic research organizations, economic academic institutions, economic think tanks, and economic ministries/offices/agencies, to coordinate Namibia's effective participation in the global trading system.
- Keep Namibian foreign missions abreast with changes on foreign trade policy and other economic developments of interest to Namibia.

- Explore new markets to be targeted to improve market access conditions for export products from Namibia.

Enquiries: Mr. Joseph Gumbo Tel: 061-282 2013 / Mr. Ueituravi Heuva Tel: 061-283 2179

Application must be addressed to:

**Executive Director
MIRT
Private Bag 13347
Windhoek**

OR

**Hand delivered to the reception
MIRT
Ground floor
Theo Ben Gurirab Building,**

MINISTRY OF INTERNATIONAL RELATIONS AND TRADE

DIRECTORATE : INTERNATIONAL TRADE DIVISION: INVESTMENT, AGREEMENT NEGOTIATIONS

Post Designation : Chief Trade Promotion Grade 6
1 x post : Windhoek
Salary Scale : N\$ 372, 627 – N\$ 445, 325
Housing allowance : N\$ 17, 424 per annum
Motor Vehicle Allowance : N\$ 10, 512 per annum

Minimum requirement: An appropriate B-degree on NQF Level 7 in Economics or Commerce, International Business, Commercial or Trade Law, Business Administration, International Trade and Trade Policy analysis or equivalent qualification plus six (6) years appropriate in International Trade

Enquiries: Mr. Joseph Gumbo Tel: 061-282 2013 / Mr. Ueituravi Heuva Tel: 061-283 2179

DIRECTORATE : INTERNATIONAL TRADE DIVISION: TRADE AGREEMENTS

Post Designation : Policy Analyst Grade 7
1x post : Windhoek
Salary Scale : N\$ 305, 684 – N\$ 365, 322
Housing allowance : N\$ 17, 424 per annum
Transport allowance : N\$ 10, 512 per annum

Minimum requirement: An appropriate B-degree on NQF Level 7 in Economics or Commerce, International Business, International Trade, Commercial or Trade Law, Business Administration and Trade Policy analysis or equivalent qualification plus three (3) years appropriate experience.

Enquiries: Mr. Joseph Gumbo Tel: 061-282 2013 / Mr. Ueituravi Heuva Tel: 061-283 2179

DIRECTORATE : INTERNATIONAL TRADE DIVISION: TRADE POLICY

Post Designation : Policy Analyst Grade 7
1x post : Windhoek
Salary Scale : N\$ 305, 684 – N\$ 365, 322
Housing allowance : N\$ 17, 424 per annum
Transport allowance : N\$ 10, 512 per annum

Minimum requirement: An appropriate B-degree on NQF Level 7 in Economics or Commerce, International Business, International Trade, Commercial or Trade Law,

Business Administration and Trade Policy analysis or equivalent qualification plus three (3) years appropriate experience.

Enquiries: Mr. Joseph Gumbo Tel: 061-282 2013 / Mr. Ueituravi Heuva Tel: 061-283 2179

**DIRECTORATE: INTERNATIONAL TRADE
DIVISION: TRADE POLICY**

Post Designation : Statistician Grade 7
1 x post : Windhoek
Salary Scale : N\$ 305, 684 – N\$ 365, 322
Housing allowance : N\$ 17, 424 per annum
Motor Vehicle Allowance : N\$ 10, 512 per annum

Minimum requirement: An appropriate B-degree on NQF Level 7 in Economics or equivalent qualification in the Social Science field, with econometrics, statistics and mathematics as major subjects plus six (6) years appropriate in Data management and Trade statistics.

Enquiries: Mr. Joseph Gumbo Tel: 061-282 2013 / Mr. Ueituravi Heuva Tel: 061-283 2179

DIVISION: POLICY PLANNING, MONITORING AND EVALUATION

Post Designation : Policy Analyst Grade 7
1 x post : Windhoek
Salary Scale : N\$ 305, 684 – N\$ 365, 322
Housing allowance : N\$ 17, 424 per annum
Motor Vehicle Allowance : N\$ 10, 512 per annum

Minimum requirement: An appropriate B-degree in Business Administration or Management on NQF Level 7 plus three (3) years appropriate experience in the fields of Policy Planning, Development, Monitoring and Evaluation.

Enquiries: Mr. Joseph Gumbo Tel: 061-282 2013 / Mr. Ueituravi Heuva Tel: 061-283 2179

**DIRECTORATE: ADMINISTRATION
SUB- DIVISION: HUMAN RESOURCE PLANNING AND DEVELOPMENT**

Post Designation : Chief Learning and Development Grade 6
1x post : Windhoek
Salary Scale : N\$ 372, 627 – N\$ 445, 325
Housing allowance : N\$ 17, 424 per annum
Transport allowance : N\$ 10, 512 per annum

Minimum Requirements: A B- Degree in Human Resource Management on NQF Level 7 or equivalent qualification majoring in Human Resource plus six (6) years' appropriate

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experience in Human Resource Planning and Development and Performance Management System or related field.

Enquiries: Mr. Joseph Gumbo Tel: 061-282 2013 / Mr. Ueituravi Heuva Tel: 061-283 2179

**DIRECTORATE: ADMINISTRATION
SUB- SECTION: SECRETARIAL SERVICES**

Post Designation	:	Senior Private Secretaries Grade 8
5x post	:	Windhoek
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum Requirements: A Diploma on NQF Level 6 or equivalent qualification majoring in Office Administration plus three (3) years' appropriate experience in secretarial services.

Supplementary requirements: A Bachelor Degree on NQF Level 7.

Enquiries: Ms. Alina Nakankeya Tel: 061-282 2069/ Mr. Ueituravi Heuva Tel: 061-282 2179

Application must be addressed to:

Executive Director		Hand delivered to the reception
MIRT	OR	MIRT
Private Bag 13347		Ground floor
Windhoek		Theo Ben Gurirab Building,
