



REPUBLIC OF NAMIBIA

OFFICE OF THE PRESIDENT

NATIONAL PLANNING COMMISSION

DEPARTMENT OF MACROECONOMIC PLANNING DIRECTORATE OF MACROECONOMIC ANALYSIS AND MODELLING

Post Designation	:	Deputy Chief: National Development Advice Grade 3 (Re-advertisement)
1x Post	:	Windhoek
Salary Scale	:	N\$582,333 – 617,976
Salary Notch	:	N\$582,333 per annum
Housing Benefit	:	N\$131,280 per annum
Motor Vehicle Benefits	:	N\$123,633 (Capital and Running Costs) per annum

Minimum Requirements: A Master's Degree on NQF Level 9 in one of the following fields: Economics, Macro Economics, Development Economics (or equivalent qualification) **PLUS** a minimum of six (6) years professional appropriate experience of which two (2) year should be on supervisory level/middle management.

Additional Requirements: A Master's Degree (NQF) Level 9 in one of the above-mentioned qualifications with experience in macroeconomic analysis, research and forecasting. Competence in applied economics is essential as well as experience of macroeconomic model-building (or a demonstrable aptitude for this work), a thorough understanding of government statistics, national accounts, development planning and research. A PHD in Economics will serve as an added advantage.

Purpose of position: To lead the Directorate of Macroeconomic Analysis and Modelling to deliver its mandate.

Key Responsibilities:

- Produce a Macroeconomic Framework for both the National Budget and National Development Plans to inform national budget and national development plans formulation.
- Undertake industrial surveys and economic intelligence to inform macroeconomic policy decision and production of the Annual Economic Development Reports;
- Undertake research on topical socio economic aspects of the national economy advise Government through the Director-General of the National Planning Commission;

- Analyse the national financing ecosystem and advise government on the new sources of revenues and optimal utilization of national budget.
- Ensure that the nation's economic resources are used effectively and efficiently in accordance with national principles as outlined in the National Development Plans; Develop economic and statistical data bases and tables for quick advisory inputs and information to NPC management, stakeholders and the society at large;
- To development a directorate budget as input into the departmental budget and make revision or alteration as per necessity, in the program approved as per the allocated budget and give information to the concerned Divisions;
- Develops terms of references for needed consultants and play the lead role in coordinating expert inputs that are provided by local and international consultants for project expert inputs that are provided by local and international consultants for project implementations, in coordinating technical inputs for major project events in developing partnership with relevant parties as well as in the building information/developing partnerships with relevant parties as well as in building information/knowledge networks. Responsible for the preparation of various activity reports for inclusion in the quarterly and annual reports of the National Planning Commission;
- Works with the relevant partners to ensure that planning, growth and national policies and priorities complement and are consistent with the national development plans as may be defined in Vision 2030 and other national development strategies.

Managerial functions:

- Manages the strategic operations of the Directorate, including personnel and financial management, and providing leadership in the macroeconomic and financial management of the country;
- Provides leadership and coordinating and supervising the activities of the professional staff within the Directorate, guiding and evaluating their work, setting priorities, standards and targets and establishing work deadlines;
- Contribute to the planning and management of the work activities of the Department and representing its position and views at higher level administrative meetings;
- Ensures continuing professional development of staff in the Directorate by undertaking performance management and people development practices; Manage and monitor operations of the Directorate and ensure effective allocation of resources for the various functions and a balance in the workload of the Divisions;
- Monitor and ensure effective utilization of the operational budget in conjunction with the Finance Division;
- Manage all staff and related matters to provide a cordial and a motivating environment to work in;
- Promote multi-tasking and delegation of work to the mid-level and junior staff to maximize Directorate's effectiveness and to develop individual skills.

Enquiries: Mr. Sylvester Mbangu at 283-4122

DEPARTMENT OF MACROECONOMIC PLANNING

DIRECTORATE OF ECONOMIC DEVELOPMENT PRIORITY SETTING AND COSTING

Post Designation	:	National Development Advisor Grade 6
2x Posts	:	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: An appropriate Master's Degree on NQF Level 9 (or equivalent qualification) with one or more of the following major subjects: Economics, Applied Statistics and Demography, Macro Economics, Development Economics **PLUS** approximately 1 year appropriate experience.

OR

An appropriate 4-year Honours Degree on NQF Level 8 (or equivalent qualification) with one or more of the following major subjects: Economics, Applied Statistics and Demography, Macro Economics, Development Economics **PLUS** approximately 4 years appropriate experience.

Purpose of the position:

To support the Chief National Development Advisor in management and coordination of the technical work.

Job Description:

- To assist in spearheading the formulation of the National Development Plans and coordinate national policy direction of the country;
- Manages and participates in the development and identification of national goals, objectives, policies and priorities;
- Conducts and supervises socio-economic research for evidence-based policy making; Advice management through the Deputy Chief: National Development Advice on the socioeconomic developmental issues;
- In collaboration with other relevant institutions initiating and development national flagship programmes as means for implementing national development plans;
- Plans, directs, coordinates, and review the work plan for assigned staff;
- Assigns work activities, projects and programs;
- Reviews and evaluates work products, methods and procedures for the operation of the division;
- Integrates priority matters of national importance into the national development process;
- Participate in the development of the macroeconomic framework to ensure macroeconomic stability and prudence;
- Conduct and supervise research in population and human development sphere and contribute to national policy dialogue on these issues;
- Prepare the division's and contribute to the directorate's budget.

Enquiries: Ms Habani Munyungano at 061-283 4148

**DEPARTMENT REGIONAL AND SECTORAL PLANNING AND POLICY CO-
ORDINATION
DIRECTORATE PLANNING AND POLICY COORDINATION
DIVISION: REGIONAL PLANNING**

Post Designation	:	National Development Advisor 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 : An appropriate Master's Degree on Namibia Qualifications Framework (NQF) Level 9 in one of the following: Development Economics / Regional and Rural Development / Town and Regional Planning **PLUS** approximately one (1) year appropriate experience in the field of Development- and Regional Planning.

OR

An appropriate 4-year Honours Degree on NQF Level 8 (or equivalent qualification) in one of the following: Development Economics / Regional and Rural Development / Town and Regional Planning **PLUS** approximately four (4) years appropriate experience in the field of Development- and Regional Planning.

Purpose of the position:

Appraise and analyse Regional Development Plans/Policies and ensure their integration into the National Development Plan; as well as providing planning and development advisory services to Regional Councils, Local Authorities and various stakeholders on all strategic regional development policies, plans, programmes and coordinating, monitoring and evaluating their implementation.

Key Responsibilities:

- Assists on the formulation, implementation, monitoring and evaluation of the Regional Development Plan as well as to support and strengthen the Decentralization process.
- Provide guidance and technical advice to Regional Councils and Local Authorities in the preparation of plans, programmes and projects.
- Coordinating the regional planning activities of Line ministries as well as those of Regional Councils and Local Authorities to ensure resources are utilized efficiently and effectively and cross-cutting issues are well integrated in these systems, and further receives progress reports from such institutions on realised regional development activities.
- Review regional statistical data and conduct research on social, economic trends to identify weaknesses, opportunities and rural-urban trends and propose appropriate strategies to reduce socio-economic disparities between the regions.
- Appraise and analyse resource requirements for development in regions and coordinate planning and development activities in regions in line with national planning policies, objectives and strategies.

- Appraise, monitor and evaluate regional projects and programmes to ascertain their viability and feasibility as well as their consistency with national/regional priority.
- Conduct research on global trends on Local Economic Development (LED) initiatives and devises strategies to promote Regional comparative advantage.
- Compile regional development reports and disseminate data timely.
- Contribute to formulation of departmental Annual Work plan and annual reports.

Enquiries: Itah Ndjarakana at 061-283 4000

**DEPARTMENT: MONITORING AND EVALUATION AND DEVELOPMENT PARTNERS
COORDINATION
DIRECTORATE: DEVELOPMENT PARTNERS COORDINATION
DIVISION: MULTILATERAL PROGRAMMES**

Post Designation	:	National Development Advisor 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 Master's Degree on NQF Level 9 in one or more of the following disciplines: Economics / Development Studies / Economic Policy Formulation / Project Management / International Relations **PLUS** approximately 1-year appropriate experience.

OR

A 4-year Honours Degree on NQF Level 8 in one or more of the following disciplines: Economics / Development Studies / Economic Policy Formulation / Project Management / International Relations **PLUS** approximately 4 years appropriate experience.

Job Description:

- Coordinate and Manage Development Partners' Projects and Programmes;
- Consult and negotiate with Development Partners and how to channel funding towards Programmes as prioritized by the Government;
- Cooperate and liaise closely with Line Ministries and other stakeholders in relation with Development Partners' related Programmes and Projects;
- Assessing organizational needs and mobilize support for tailored made training in organizational development;
- Act as a liaison between the Government of Namibia and members of respective stakeholders. Appraise project proposals received, solicit funding and follow-up with Development Partners on commitments made;
- Assist in the preparation of the Departments annual work plan;
- Perform any other official task that may be required by NPC.

Enquiries: Josef Hausiku at 061-283 4242

DIRECTORATE: ADMINISTRATION
DIVISION: FINANCE AND ADMINISTRATION
SUBDIVISION: OCCUPATIONAL SAFETY, HEALTH AND EMPLOYEE WELLNESS

Post Designation	:	Control Social Worker Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$432, 601 – N\$517, 195
Salary Notch	:	N\$432, 601 Per annum
Transport Allowance	:	N\$10,512 per annum
Housing Benefit	:	N\$17,424 per annum

Minimum Requirement: An appropriate Degree on NQF Level 7 or equivalent qualification. Registration with the Social Work and Psychology Council of Namibia PLUS eight (8) years of appropriate experience.

Main Purpose of the Job

To manage, coordinate and monitor the implementation of Employee Health and Wellness Programmes and professional social work services within the National Planning Commission to promote employee wellbeing, organisational productivity, compliance with Public Service policies and the achievement of institutional objectives.

Key Responsibilities:

- Develop, coordinate, implement and monitor the Employee Health and Wellness Programme in accordance with Public Service policies and national legislation.
- Prepare periodic performance and management reports on wellness interventions.
- Conduct comprehensive psychosocial assessments of employees experiencing personal and work-related challenges.
- Provide counselling, crisis intervention and therapeutic support within the scope of professional social work practice.
- Develop intervention plans and facilitate referrals to appropriate service providers.
- Monitor and evaluate client progress and intervention outcomes.
- Develop intervention programmes addressing stress management, substance abuse, trauma, financial wellness, HIV/AIDS, mental health, family support and workplace adjustment.
- Facilitate rehabilitation and return-to-work programmes.
- Establish partnerships with relevant internal and external stakeholders.
- Advise management on employee wellness, psychosocial risk management and workplace social work interventions.
- Provide recommendations on organisational policies affecting employee wellbeing.
- Support management in addressing complex employee wellness matters.
- Promote compliance with Public Service policies, labour legislation and professional ethical standards.

- Develop and review policies, guidelines and standard operating procedures relating to employee wellness and social work services in accordance with Public Service legislation and emerging best practices.
 - Monitor policy implementation and recommend improvements.
 - Conduct training and awareness programmes on psychosocial wellbeing, workplace resilience, conflict management and organisational wellness.
 - Promote behavioural change through education and preventative interventions.
 - Supervise and develop staff within the Employee Wellness function.
 - Prepare operational plans, budgets and procurement requirements for wellness programmes.
 - Monitor staff performance and facilitate continuous professional development.
 - Maintain management information systems and statistical databases.
-

**DIRECTORATE: ADMINISTRATION
DIVISION: FINANCE AND ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES**

Post Designation	:	Administrative Officer Grade 12
2x Posts	:	Windhoek
Salary Scale	:	N\$113,141 – N\$135,702
Salary Notch	:	N\$113,141 Per annum
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$13,9444 per annum

Minimum Requirement: Senior Secondary Certificate or equivalent qualification or NQF Level 3.

Additional Requirements: National Diploma (NQF 6) in one of the following: Logistics and Supply Chain Management, Procurement and Supply Chain Management, Records Management and Archives, Archives and Information Science, or Information Management

Enquiries: Ms. Anna Shatika, Tel (061) 283 4105, Mr. Mateus Nakwafila, Tel (061) 283 4176

**DIRECTORATE: ADMINISTRATION
DIVISION: FINANCE AND ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES
SECTION: MAINTENANCE**

Post Designation	:	Artisan Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$167,481 – N\$200,878
Salary Notch	:	N\$167,481 Per annum
Transport Allowance	:	N\$10,512 per annum

Housing Allowance : N\$13,944 per annum

Minimum Requirement: National Trade Diploma/Trade Test in one of the following fields: Plumbing, Electrical, Millwright

Supplementary Requirement: Three (3) years' post-qualification experience in building or facilities maintenance.

**SUBDIVISION: AUXILIARY SERVICES
SECTION: OFFICE SUPPORT SERVICES**

Post Designation : Technical Assistant Grade 13
1x Post : Windhoek
Salary Scale : N\$90,171 – N\$109,428
Salary Notch : N\$90,171 Per annum
Transport Allowance : N\$10,512 per annum
Housing Benefit : N\$13,944 per annum

Minimum Requirement: Junior Secondary Certificate or equivalent qualification on NQF Level 2

Additional Requirements: National Certificate/Diploma (NQF 5) in one of the following fields: Office Administration, Office Management and Technology, or Printing will be an advantage

Enquiries: Ms. Anna Shatika, Tel (061) 283 4105, Mr. Mateus Nakwafila, Tel (061) 283 4176

OFFICE OF THE EXECUTIVE DIRECTOR

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation : Chief Security Operations Officer Grade 6
1x Post : Windhoek
Salary Scale : N\$372,627 – N\$445,325
Salary Notch : N\$372,627
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: A National Diploma in one of the following: Security Management, Police Science, Correctional Service OR Military Science on NQF Level 6 **plus** six (6) years appropriate experience.

Additional Requirements: A valid driver's licence will be an added advantage. A valid Certificate of conduct not older than six (6) months must be submitted.

Main Purpose of the Job:

To plan, coordinate, supervise and monitor security operations within the National Planning Commission to safeguard government personnel, assets, information and infrastructure, ensure compliance with security policies and procedures, and maintain a safe and secure working environment

Key Responsibilities:

- Monitor, direct and supervise physical and personnel security capacity (Security Guards),
- Ensure adherence to occupational health and safety requirements relating to security operations
- Coordinate investigations into security incidents and recommend corrective actions.
- Coordinate access control systems for employees, and visitors.
- Monitor the safeguarding of government buildings, equipment, vehicles and other assets.
- Ensure proper control of keys, security passes and restricted access areas.
- Liaise with the Namibian Police, emergency services and other security agencies on matters affecting institutional security.
- Coordinate security support during official functions and high-level meetings.
- Prepare operational security plans and periodic reports.
- Maintain security incident registers and statistical records.
- Oversee and manage the performance of Security Operations Officers and Security Operations Assistants,
- Provide expert advice, guidance and support to Managers, Supervisors and General staff members,

NB: Appointment to this position is subject to security clearance (Vetting). Confirmation of probation is subject to the successful completion of security awareness training by the Namibia Central Intelligence Service (NCIS).

Important notes to applicants from inside- and outside the Public Service

- The "Application for Employment"-form (new format) as well the "Health Questionnaire" (both forms are available at all Offices/Ministries/Agencies) should be properly completed and signed. Please note that fax- and email applications will NOT be considered.
- "Application for Employment"-forms should be accompanied by certified copies of the applicant's highest qualifications (together with the academic transcript in respect of such qualifications). Proof of experience should be attached e.g employment confirmation, testimonials, etc.
- Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure not

to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from submitting evaluation of NQA.)

- Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.
- Applications received after the closing date will not be accepted.

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the following address:

**The Executive Director
National Planning Commission
Private Bag 13356 WINDHOEK**

Or hand delivery at:

**The Human Resource Office
National Planning Commission
Rooms 151 and 153
1st Floor Government Office Park**

Enquiries: Ms. Anna Shatika, Tel (061) 283 4105, Mr. Mateus Nakwafila, Tel (061) 283 4176

CLOSING DATE: 31 AUGUST 2026