MANAGEMENT CADRE

MINISTRY OF JUSTICE AND LABOUR RELATIONS

DEPARTMENT OF LABOUR RELATIONS
DIRECTORATE: PLANNING AND ADMINISTRATION
DIVISION: GENERAL SERVICES

Post Designation	:	Deputy Director Grade 4
1x Post	:	Head Office, Windhoek
Salary Scale	:	N$ 543,055 - N$570,914
Motor Vehicle Allowance		
Capital Costs	:	N$ 83,106 per annum
Running Costs	:	N$ 27,811 per annum
Total Allowance	:	N$ 110,917 per annum
Housing Benefit	:	N$ 121,560 per annum

Minimum Requirements: A Bachelor Degree on NQF Level 7 either in Business Administration/Management or Public Management or Procurement and Logistic or Supply Chain Management or equivalent qualification plus nine (9) years appropriate experience in the fields of General Services or related fields.

Supplementary Requirements:

- The applicants must have worked at least four (4) years at a supervisory level of Grade 6/5 or equivalent levels if coming from outside the Public Service or above, plus a valid driver license.
- A Bachelor Degree on NQF Level 8 will be an advantage.
- Good knowledge and understanding of the Labour Act, Public Service Act, Procurement Act, State Finance Act, Workman Compensation Act, Affirmative Action Act, Public Service Staff Rules, Treasury Instructions, Stock Taking and Transport Procedures.
- Candidates should possess good interpersonal relationship skills with proven managerial and leadership skills.
- Experience in the field of Budgeting, Capital Project Management and Computer literacy will be an added advantage.

Key Responsibilities:

- He/she will be reporting to Director and responsible for overseeing the effective and efficient smooth running of the Division.
- Responsible for the preparation, co-ordination and consolidation of the annual work plans of the Division and Monitor the successful implementation the Performance Management System thereof.
- Coordinating the Division's budget formulation and overseeing its implementation.
- Ensure compliance with and interpretation of all applicable legislations.
- Advising the Management of the Ministry on the functions of Human Resources, transport, stock control, assets, registry, and support services.
- Serve as a member various committee in the Department to advice on General Services related matters.

- Responsible for the proper Management of Department Assets.

Enquiries: Ms. Aune N. Mudjanima, Tel No: 061-206 6111

Applications must be addressed to:

The Executive Director
Ministry of Justice and Labour Relations
Private Bag 19005
Khomasdal
Windhoek

Or hand delivery to:

Human Resource Office
Ministry of Justice and Labour Relations
32 Mercedes Street
Khomasdal
Windhoek
