

## MANAGEMENT CADRE

### NATIONAL ASSEMBLY

#### DIVISION: TABLE OFFICE

<b>Post designation</b>	:	Deputy Director Grade 4
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195-N\$543,728
<b>Housing Allowance</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Cost</b>	:	N\$83,106 per annum
<b>Running Cost</b>	:	N\$27,811 per annum

**Minimum requirements:** A B-Degree NQF Level 7 plus no less than 9 years of appropriate experience. Five (5) years should have been spent on the supervisory/middle management level.

#### Main Duties

- Responsible for the supervision of staff within the Division and provide general direction;
- Responsible for the budget preparation and execution thereof;
- The arrangement of all logistical and other matters pertaining to Chamber sittings;
- Ensure that all equipment and facilities are in order for the smooth running of the business in the National Assembly;
- The rendering of assistance and advice concerning procedural and other matters to Members;
- Provide technical advice to the Office of the Speaker and Secretary on Chamber matters
- Liaising with other institutions locally, regionally and internationally whose activities are relevant to the functions of the Division and the attainment of the objectives of the Division;
- Preparation of business of the Chamber such as Order Papers
- Arrangement for tabling documents such as Bills, Motions, Reports and Policies
- Communication and liaison with National Council regarding the conduct of Business between the two Houses eg. referral of Bills passed by Assembly, etc;
- Preparation of Indexes of Journal, Hansard and arrangement for binding thereof;
- Ensure that Bills are timeously delivered to National Council for review;
- Dispatching of Bills to the President for Assent
- Dispatching of copies signed Acts to Registrar Supreme Court
- Referral of final printed Acts for Gazette
- Rendering of ceremonial duties and orderly service when His Excellency the President comes to open Parliament and to deliver the State of National Address
- Carry out any other work-related duties as assigned from time to time by the Secretary or Deputy Secretary of the National Assembly

**NB! PLEASE BE INFORMED THAT THIS POST IS SUBJECT TO VETTING**

**Enquiries:** Mr. Elifas T. Angula, Tel 2882686 / HR Practitioners at Tel (061) 288 /2517/2606/2659/2514

**All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation.** Applicants who fail to attach it will not be considered for shortlisting.

Applicants **whose probations in their current positions are confirmed (Please attach proof), please note that only shortlisted candidates will be contacted and no personal documents will be returned.**

**NB!** Application form for employment must be made on the latest revised Application for Employment Number 156043 and Health Questionnaire Form Number 156094 with a provision of current employer under Section C which is obtainable at all government Offices/Ministries/Agencies. Please take note that no any other version will be accepted and failure to complete the correct form or to complete all items on the application form or not attaching the required documents will result in automatic disqualification of the application.

Candidates from outside the Public Service must attach testimonials / certificate of service from former and current employers to proof their experience and current job level. Failure to attach proof of experience and current job level will disqualify the application.

National Assembly is an equal opportunity employer. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply.**

**NB! Fully completed application forms for employment (form 156043 and 156094) together with original certified copies of identification documents, qualifications as well as academic records and a comprehensive curriculum vitae** should be addressed to:

**The Secretary of the National Assembly  
Private Bag 13323  
WINDHOEK**

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