

MANAGEMENT CADRE

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DEPARTMENT: VETERANS AFFAIRS
DIRECTORATE: PLANNING AND DEVELOPMENT
DIVISION: REGIONAL COORDINATION

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$517,195 – N\$543,728
Housing benefits	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 (Capital and Running costs) per annum

Minimum Requirements: A B-Degree in Business Administration, Development Planning, Project Management or Community Development on NQF Level 7 plus nine (9) years appropriate experience, with at least five (5) of those years at a supervisory or middle management level.

Job Description:

- Ensure the sensitization programmes for veterans and dependents of veterans are implemented in all regions of the country;
- Establish the linkage between regional and national level planning concerning veterans and dependents of veterans;
- Ensure that communication channels are working well between regional representatives and the Ministerial Directorates and Divisions;
- Responsible for the organization and co-ordination of activities of regional centers concerning veterans and dependents of veterans issues, programmes and projects;
- Participate in the designing and implementation of policies on veterans activities in consultation with all stakeholders, private and public institutions, individuals and other institutions;
- Provides advice to the Director on planning and development issues needed for the planning of Ministerial and veterans' programmes and projects;
- Interpret national policy and guide his/her staff accordingly;
- Design and implement the relevant participation mechanisms and approaches for involving veterans in regional and national level public affairs;
- Statistical Analysis of demographic patterns of veterans across different regions and advise the Director and Executive Director for decision making;
- Ensure good governance principles are applied by his/her subordinates;
- Manage personnel and activities of the division;
- Periodically assess progress and review plans where necessary;
- Present Divisional reports to the Director of Planning and Development on monthly, quarterly and annual basis;
- Accountable for Divisional Physical Assets

Enquiries: Mr. Nelson W. Meroro, Tel: 061-296 3008 or Mr. Josia-Reesing Halweendo, Tel: 296 3083

DIRECTORATE: POLICY, HERITAGE AND SOCIAL AFFAIRS
DIVISION: SOCIAL AFFAIRS

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$517,195 – N\$543,728
Housing benefits	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 (Capital and Running costs) per annum

Minimum Requirements: Registration as a Social Worker OR satisfactory proof that the requirements for registration as a Social Worker with the Health Professionals Council of Namibia (HPCN) have been met plus nine (9) years appropriate working experience, with at least five (5) of those years at a supervisory or middle management level.

Supplementary Requirements: Knowledge & experience in health & social services management. Understanding of the history of the National Liberation Struggle of Namibia. Excellent oral and written skills, ability to perform under pressure and advanced computer literacy.

Job Descriptions:

Operational level –

- Identification of psycho-social problems, needs and circumstances in individual, family or group context which might lead to social dis-functioning.
- Planning, drafting and application of therapeutic programmes to enhance the quality of life of people and to promote stable communities.
- Execution of functions stipulated by law
- Provision of access to health care and treatment, including rehabilitation
- Supervisory support and guidance to student interns where applicable.

Advanced operational level –

- Development of policy, standards and guidelines in line with legislative provisions
- Strategic planning and budgeting for targeted initiatives
- Execution of financial and social support programs
- Professional advice and guidance in handling complicated problems and advanced statutory work
- Coordination of stakeholder engagements in the social services sector
- Facilitation of educational and skills development programs access,
- PMS implementation and overall management support to achieve Divisional mandate

Duty Sheet:

- Compliance with - and interpretation of the Constitution of the Republic of Namibia, Public Service Act, State Finance Act, Veterans Act as Amended, Labour Act, Public Service Staff Rules and all other Acts & Regulations governing the Public Service of Namibia.
- Participate as member of Management in formulating policies, plans and strategies, and monitor implementation thereof, to ensure attainment of Ministerial objectives
- Provide technical support, guidance, training and supervision to subordinates concerning social welfare activities,
- Oversee implementation of Performance Management System

- Ensure that subordinates are informed and well acquainted with relevant legal frameworks, organizational objectives, Work plans, and operational Guidelines and procedures,
- Review and develop Guidelines for social welfare support programs for the veterans
- Initiate and develop appropriate strategies and interventions aimed at addressing needs of veterans,
- Coordinate the provision of psychosocial support and counselling services to veterans
- Facilitate capacity building of staff in line with NHPCN requirements
- Assess staff adequacy at regional level in relation to volume of work, client accessibility to services, and regular revision of job descriptions,
- Promote participation in sectoral collaboration in the social welfare sector Submit periodic reports as required.

Enquiries: Ms. L.P. Eises, Tel: 061 296 3009 or Mr. Josia-Reesing Halweendo, Tel: 061-296 3083

Important Clauses in the submission of an application:

- Security vetting will be conducted on the first three highest scorers of the posts after the oral interviews.
- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment. Those applying from outside the Public Service are required to provide a certificate of service or testimonials from previous and current employers to verify their work experience.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- Women and people with disabilities meeting the advertisement requirements are encouraged to apply.
- Applications must be made on the latest revised Application for Employment **Number 156043** and Health Questionnaire Form **Number156094** which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in an automatic disqualification of the application.
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.
- Application for Employment together with a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; confirmation of probation letter, testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship must be submitted to the following address:

**The Executive Director
Ministry of Defence and Veterans Affairs
Private Bag 13407
Windhoek**

Or hand delivered at:

**The Ministry of Defence and Veterans Affairs,
Erf 215, Hoanib Property One Building
Independence Avenue (Opposite NAMPOST Head Office)**
