

- Play an active role in awareness campaign about the services of the Ministry and maintain a good working relationship with local industries and civil society in the pursuance of common national interests.
- Monitor the performance of the Manufacturing sector and advise the Executive Director and the Minister on action necessary to minimize negative effects or optimize opportunities for development;
- Promote high morale among industrial development staff by ensuring that staff assessments, promotion and discipline are conducted fairly and transparently, and by leading by example;
- Foster and strengthen linkages and communication between the divisions of the Industrial development directorate and with other departments and SOEs under the Ministry;
- Prepare progress reports on the execution of the Ministerial mandates and implementation of Cabinet decisions affecting the Ministry.
- Set performance objectives and targets for Heads of Departments and Directorates, Agencies and Consultants from time to time.
- Ensure that effective delegations and assignments are made and executed.
- Manage human, financial and material resources in a manner to ensure full, effective and efficient utilization.

DIRECTORATE: INDUSTRIAL DEVELOPMENT
DIVISION: REGIONAL ECONOMIC DEVELOPMENT

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$517,195 – N\$543,728
Motor Vehicle Allowance	:	N\$102,701 (Capital and Running Costs) per annum
Housing Benefit	:	N\$68,188 per annum

Minimum requirements: An appropriate B. Degree or equivalent qualification on NQF L7 in Economics, Business Economics, Public/ Business Administration/Management subjects plus nine (9) years appropriate experience.

Experience Required:

- At least 5 years' experience at a Chief level in the public service and equivalent position in the private sector.
- Sound knowledge of the Namibian economy and Government policy on investment, trade, industrial and economic development as well as regional, continental and global economic integration.
- Experience in strategic planning, policy development and programme formulation.
- Proven high quality leadership, interpersonal, communication and networking skills and ability to delegate appropriate responsibilities.

Responsibilities

- Heading the Division to ensure that procedures are established for planning, coordinating, controlling, monitoring and progress reporting of the activities of work programmes in the Division.
- To administer, guide, coordinate and manage the day-to-day functions, operations and activities of the Division and ensure implementation of the Ministry's programmes, projects and activities at regional level.
- To assist in the formulation of policies and programmes for the promotion of industrial, trade and business development in the country.
- Assist with the identification of capital projects with support of the regional offices and regional and local Authorities or other agencies or NGO's and prepare capital budgets.
- Prepare action plans for the Division, manage the execution of plans and ensure preparation of monthly, quarterly and annual reports.
- To plan, organize and undertake surveys and research geared to the compilation of regional potentials and projects profiles to the extent possible within the country's regional

context and prepare regional and grass-roots development programmes for industrial, trade and business development in the regions.

- To establish linkages with ongoing regional and grass-roots development programmes being administered by other public institutions, local agencies and NGO's as well as semi-government bodies at regional level
- Identify and recommend appropriate training for individual staff
- Manage human, financial and material resources in a manner to ensure full, effective and efficient utilization.
- Execute any other assignments that may be given by supervisor

Applications must be accompanied by a **probation letter indicating confirmation on the date of advert**. Failure to complete all items on the applications form (156043), and not attaching all the necessary certified documents will disqualify the application. Only short-listed candidates will be contacted and no documents will be returned.

Foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached and application (s) forwarded to:

**The Executive Director
Ministry of Industrialization and Trade
Private Bag 13340
Windhoek**

Or hand deliver at:

**Ministry of Industrialisation and Trade
Block A Brendan Simbwaye & Goethe Street
2nd floor
Windhoek**

Enquiries: Human Resources, Tel: 061 – 283 7519/7518/7516
