

**MANAGEMENT CADRE  
MINISTRY OF INDUSTRIALISATION AND TRADE**

**DEPARTMENT: TRADE AND COMMERCE**

<b>Post Designation</b>	:	Deputy Executive Director Grade 2
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$600,319 – N\$637,063
<b>Salary Notch</b>	:	N\$600,319
<b>Housing Benefits</b>	:	N\$142,104 per annum
<b>Motor Vehicle Allowance</b>	:	N\$149,351 (Capital and Running Costs) per annum

**Minimum Requirements:** A B-Degree or equivalent qualification on NQF L7 plus nine (9) years appropriate working experience. Preference will be given to candidates with a B Degree in Economics, Commerce, International Business/Trade/Policy, Commercial Law, Business Administration/Management, Public Administration/Management.

A Master's degree in any of the fields mentioned above would be an advantage.

**Experience Required:**

- At least 5 years' experience in a senior management position – A director position in the public service and equivalent senior management position in the private sector and other organization.
- Sound knowledge of the Government structure and development in the National, Regional and Global Economy as well as national policies and developments in the areas of International Trade and Commerce.
- Experience in strategic planning, policy and programme formulation and implementation,
- Trade Facilitation and Negotiations skills
- Proven high quality leadership, interpersonal, communication and networking skills and ability to delegate appropriate responsibilities.

**Responsibilities:** The incumbent shall provide overall strategic leadership to ensure the effective operation of the Department: Trade and Commerce, which consist of two (2) Directorates namely: Directorate of International Trade and Directorate of Commerce. His or her core duties and functions entail providing leadership and oversight in the following areas:

- Formulation and implementation of policies and legislations and strategies for the development, promotions and extension of the country's export products, market and supply side capacity.
- Devising and implementation of measures for the effective management of imports and ensuring appropriate remedial measures to deal with dumping and other adverse external effect on local industries.
- The development of the national strategy and framework to guide Namibia's engagement in bilateral, regional and multilateral trade negotiations.
- Formulation of policies, laws and strategies to enhance the ease of starting and operating of business in the country through an effective business and intellectual property rights, registration systems, and mechanism to safeguard fair competition, adherence to set national and international standards as well as consumer protection.
- Establishment of good working relationship and co-ordination between the Department, agencies performing trade and commerce regulatory functions, and other Departments/Directorates of the Ministry as well as with other Government Offices/Ministries that play a role in the facilitation and promotion of trade and commerce in the country and with industry associations.
- Provision of timely and relevant advice on impact of policies, traits in commerce and international trade, and various programmes and activities of the department to the Executive Director.
- Ensuring that the department has adequate financial, human and technical resources to enable it to effectively perform its functions, and that such resources are managed and optimally utilised in accordance with the Public Service rules and Treasury Instructions.

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