



REPUBLIC OF NAMIBIA

OFFICE OF THE PRESIDENT

NATIONAL PLANNING COMMISSION

DEPARTMENT MONITORING, EVALUATION AND DEVELOPMENT PARTNERS COORDINATION DIRECTORATE DEVELOPMENT PARTNERS COORDINATION

POST A

DIVISION MULTILATERAL PROGRAMMES

POST DESIGNATION : CHIEF NATIONAL DEVELOPMENT ADVISOR
GRADE 5
1 POST : WINDHOEK
SCALE OF SALARY : N\$400,001 – N\$478 220

Minimum requirements: A Master's Degree at Namibia Qualifications Framework (NQF) Level nine (9) (or equivalent) in a relevant field (Economics, Development Studies, Political Science, Social Science or International Relations) PLUS approximately five (5) years of post-qualification experience in economic development planning, research, international development policy formulation/implementation, programme/project implementation/management, national and international relations. Experience of working for/with the European Union and United Nations (UN) and/or the World Bank and Affiliated Organizations will be an advantage.

OR

A Honours Degree at Namibia Qualifications Framework (NQF) Level eight (8) (or equivalent) in a relevant field (Economics, Development Studies, Political Science, Social Science or International Relations) PLUS approximately seven (7) years of post-qualification experience in economic development planning, research, international development policy formulation/implementation, programme/project implementation/management, national and international relations. Experience of working for/with the United Nations (UN) and/or the World Bank and Affiliated Organizations will be an advantage.

Reporting obligations: The Chief National Development Advisor Grade 5 shall report to the Deputy Chief: National Development Advice Grade 3: Directorate of Development Partners Coordination.

Purpose of the position: The Chief National Development Advisor shall be responsible for efficiently and effectively delivering on the mandate of the Multilateral Programmes Division. S/he will coordinate the negotiations, reviews and consultations on multilateral cooperation programmes and facilitate cooperation, consultation and strategic planning with line Ministries. The Chief National Development Advisor shall serve as the National Planning Commission's liaison point with one or more of the GRN's Development Partners on issues concerning the planning, coordination, management and effectiveness of Official Development Assistance programmes within Namibia.

Special skills: The following will be to the advantage of the applicants' but are not prerequisites: organizational assessment skills; excellent report writing and editing skills; proficiency in all Microsoft Office software; diplomatic skills and a well-developed sense of discretion and confidentiality. A driver's license will be an advantage.

Job description: Manage and execute overall control over the Division Multilateral Programmes; Co-ordinate and Manage activities of the United Nations and affiliated organizations, European Union, World Bank and affiliated Organizations, the African Development Bank, African Union, Commonwealth, Southern African Development Community, NEPAD and other Multilateral organizations for the execution of the Government projects on the Development Budget and supported by the Development Partners; Manage the provision of inputs into Directorate's budget and exercise control over Budget expenditure of the Division Multilateral; Mobilize, coordinate and manage external resources from multilateral Development Partners; Consult and Negotiate with Multilateral Organizations on Namibian projects and agree on how to channel funding towards programmes as prioritized by the Government; Overseeing, Scrutinizing, checking, recommending viable capital projects that can benefit from the development partners support; Manage and Monitor specific projects and programmes supported by various Development Partners and including Regional bodies; Negotiate with Development Partners on agreements and their conditions in line with Namibia's high level objectives and attend local and international forums on donor and development cooperation issues; Compile the annual Official Development Assistance (ODA) progress report for the support provided by multilateral development partners; Manage and analyze aid flow information; Liaise with all other divisions and directorates of the departments/ministries regarding capital projects that can be motivated for support by development partners; Contribute to the formulation of an Annual Work Plan that is linked to the Institutional Strategic Plan and country strategies; Establish linkages and communication networks with Offices, Ministries and Agencies; Initiate, establish and maintain close relations with Development Partners and line ministries; Evaluate, develop and implement systems applicable for the improvement of operation of the Division Multilateral Programmes; Represent the Directorate/Institution in committees dealing with nationwide issues; Manage the preparation of Quarterly and Annual and other financial reports; Advise and advise relevant stakeholders of Namibia's multilateral development cooperation at various platforms/meetings/seminars; Support the Deputy Chief: National Development Advice in managing activities of the directorate; Supervise and motivate the National Development Advisors under Multilateral Programmes Division; and Perform Any other duties as may be assigned by the immediate supervisor.

POST B

DIVISION MULTILATERAL PROGRAMMES (UN DESK)

POST DESIGNATION : NATIONAL DEVELOPMENT ADVISOR
GRADE 6
1 POST : WINDHOEK
SCALE OF SALARY : N\$328,139 – 392,158

Minimum requirements: A Master's Degree at Namibia Qualifications Framework (NQF) Level nine (9) (or equivalent) in a relevant field (Economics, Development Studies, Political Science, Social Science or International Relations) PLUS approximately one year of post qualification experience in economic development planning, research, international development policy formulation/implementation, programme/project implementation/management, national and international relations. Experience of working for/with the United Nations (UN) and/or the World Bank and Affiliated Organizations will be an advantage.

OR

A Honours Degree at Namibia Qualifications Framework (NQF) Level eight (8) (or equivalent) in a relevant field (Economics, Development

Studies, Political Science, Social Science or International Relations) PLUS approximately four years of post-qualification experience in economic development planning, research, international development policy formulation/implementation, programme/project implementation/management, national and international relations. Experience of working for/with the United Nations (UN) and/or the World Bank and Affiliated Organizations will be an advantage.

Reporting obligations: The National Development Advisor Grade 6 shall report to the Chief National Development Advisor Grade 5: Multilateral Programmes Division, Department Monitoring and Evaluation and Development Partners Coordination.

Purpose of the position: The National Development Advisor shall be responsible for efficiently and effectively delivering on the mandate of the Multilateral Programmes Division. S/he will assist in preparing for negotiations, reviews and consultations on multilateral cooperation programmes and facilitate cooperation, consultation and strategic planning with line Ministries. The National Development Advisor shall serve as the National Planning Commission's liaison point with one or more of the GRN's Development Partners on issues concerning the planning, coordination, management and effectiveness of Official Development Assistance programmes within Namibia.

Special skills: The following will be to the advantage of the applicants' but are not prerequisites: organizational assessment skills; excellent report writing and editing skills; proficiency in all Microsoft Office software; diplomatic skills and a well-developed sense of discretion and confidentiality. A driver's license will be an advantage.

Job description: Initiates, establishes and maintains close relations with the GRN's Multilateral Development Partners (the United Nations in particular), line Ministries and other Stakeholders; Drafts briefing papers and reports in anticipation of meetings, negotiations, reviews and consultations with Multilateral Development Partners; Assists in the sourcing, preparation and presentation of information and data in support of the mobilization of resources (technical, financial and/or material) and institutional and technical capacity development opportunities from Multilateral Development Partners; Establishes, maintains and up-dates information on the United Nations support and other Multilateral Development Partners' procedures and processes; Monitors and reports on the progress of the UN programmes and projects; Assists with the coordination; Organizes, attends and provides secretariat support to consultative meetings with Multilateral Development Partners, line Ministries and Stakeholders; Contributes to the formation of annual report and management plans as may be required; Coordinates and submits reports on Sub-Division activities; Supports the planning and coordination of all the professional activities of the Multilateral Programmes Division; Performs any other delegated duties and responsibilities from his/her immediate Supervisors.

Enquiries for posts A and B: Mr. Ned Sibeya at tel 061 – 283 4110

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the following address:

The Executive Director
National Planning Commission
Private Bag 13356
WINDHOEK

OR HAND-DELIVER TO

Human Resource Office
National Planning Commission
Rooms 151 and 153
1st Floor
Government Office Park

ATTENTION: HUMAN RESOURCE OFFICE

Important notes to applicants from inside- and outside the Public Service

1. The "Application for Employment"-form (new format) is available at all Offices/Ministries/Agencies. Please note that, in cases where more than one position with the same designation is advertised, applicants cannot complete one "Application for Employment"-form for all positions, but a separate application for each position. Applicants should also indicate very clearly on each application-form whether such application is for post A or B. If there is no indication the application will not be considered for any one of the advertised positions.
2. "Application for Employment"-forms should be properly completed and be accompanied by certified copies of the applicant's highest qualifications and certificates of service from previous employers. The required certificates of service should reflect very clearly the type of experience/field in which experience was gained in each position at such previous employer(s), your exact date of appointment and termination of service and whether such experience was gained on managerial level or not. Please keep in mind that, without service certificates, the experience an applicant claims to have cannot be confirmed which will cause such an applicant not to meet the advertised requirement as far as "proven appropriate experience" is concerned. Failure to properly complete all the applicable items on the "Application for Employment"-form and not attaching the necessary/required documents to the application form will disqualify the application. Previous employers might be called at random to confirm the field in/level on which specific experience was obtained.
3. All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation of such foreign qualifications. Failure to attach the NQA evaluation will cause the application not to be considered for the position applied for.
4. Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.

NO APPLICATIONS WILL BE ACCEPTED AFTER THE CLOSING DATE.

**CLOSING DATE FOR APPLICATIONS:
26 JUNE 2020**