

MANAGEMENT CARDE

ERONGO REGIONAL COUNCIL OFFICE OF THE CHIEF REGIONAL COUNCIL DIRECTORATE: DEVELOPMENT PLANNING, MONITORING & EVALUATION.

Post Designation	:	Director Grade 3
1x Post	:	Swakopmund
Salary Scale	:	N\$528,193 – N\$560,522
Housing Allowance	:	N\$81,558 per annum
Motor Vehicle Allowance	:	N\$114,475 per annum

Minimum Requirements: An appropriate Bachelor's Degree at NQF Level 7 (or equivalent qualification) in one of the following fields: Development Planning, Economics, Environmental Management, Project Management, Regional and Rural Development plus nine (9) years appropriate experience. Five (5) years should have been served at the level of Deputy Director Grade 4 or equivalent level.

Supplementary Requirements: Preferences will be given to candidates with Masters Degree in Planning Related Field. Candidates must have a valid Driver's licence

Key Performance Areas:

- Coordinate the planning process and consult the Regional Development Coordinating Committee and other development partners in respect of development planning.
- Ensure supervision, communication, coordination, formulation of regional policies and create awareness of policies, programmes and procedures impacting on regional development planning, and decentralization amongst line ministries.
- Approval of expenditure within approved financial management procedures and guidelines.
- Compile, control and implement the Directorate budget (operational and capital). Coordinate the statistical activities in the Region.
- Develop an Operational Plan of the Directorate and oversee its implementation add to all Directors
- Participate in the decentralisation awareness raising campaign and ensuring the implementation of the Decentralisation Action Plan (DAP).
- Provide advice to the Regional Council on matters pertaining to planning and development.
- Interpret and ensure compliance to national and sectorial policies.
- Responsible for the implementation of policy frameworks.
- Identification of staff training needs.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plans
- Provide leadership and guidance to the Directorate.
- Oversee the establishment of procedures for planning, public participation, controlling, monitoring and progress reporting of activities of work programmes in the Directorate.
- Oversee the work of the Regional Development Coordinating Committee and Regional Aids Coordinating Committee Secretariats.
- Oversee the integration of infrastructure development needs into a Regional Infrastructure Plan.
- Supervise, control and coordinate the implementation of Regional Councils decisions, programmes and plans related to planning and development.
- Ensure that the staff needs assessment and review of institutional capacity building is undertaken for the Directorate.
- Liaise with Central Bureau of Statistics.
- Assess and determine staffing needs of the Directorate.

- Coordinate advice and oversee implementation of national policies regarding rural services, planning and development, housing, land, conservation and community development.
- Responsible for periodic assessment, update and review of management plans.
- Present monthly, quarterly and annual reports.
- Promote good governance by developing standards and operational procedures.
- Ensure the mainstreaming of HIV and AIDS within the development planning programs.

Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by **original** certified copies of qualifications, Transcript of Academic record, ID document together with comprehensive Curriculum Vitae. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) to determine their level. Failure to answer or omission of any question on the application form may lead to automatic disqualifying the application.

Applicants must attach proof of confirmation of probation to their application forms.

Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.

Please note: Only shortlisted candidates will be contacted and no documents will be returned. No faxed documents or duplicate copies will be accepted.

Applications should be addressed to:

**The Acting Chief Regional Officer
Erongo Regional Council
Private Bag 5019
Swakopmund**

Enquiries: Ms E Haindongo 064- 4105738 and Ms M J Nicolaõ 064-4105758
