

MANAGEMENT CADRE

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE
DIRECTORATE: SPORT DEVELOPMENT
DIVISION: SPORT FOR MARGINALIZED PEOPLE AND WOMEN IN SPORT

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$492,567 – N\$517,836
Salary Notch	:	N\$492,567
Motor Vehicle Allowance	:	N\$102,701 per annum
Housing Benefit	:	N\$68,188 per annum

Minimum Requirements: An appropriate B- Degree or equivalent qualification on NQF Level 7 plus 9 experience in managing sport of which five (5) years must be at supervisory level (i.e. Grade 6 or 5 or equivalent levels if coming from outside the Public Service). **Certificate of service/ testimonial(s) from former and current employers in respect of work experience in Youth or community development programmes or project management is a pre-requisite.**

Additional Requirements: Preference will be given to candidates with Master's Degree or equivalent qualification on NQF Level 9. Candidates with a high level of integrity and ability to take initiatives, an excellent track record of team building and coordinating, ability and confidence to communicate, coordinate and cooperate with political principles and other high ranking government officials and good level of computer skills (MS word, MS excel, MS PowerPoint) as well as excellent spoken and written skills.

Added advantage:

- Excellent writing and presentation skills;
- Leadership and management skills;
- Understanding of Sport for marginalized people and Women in Sport;
- Good analytical, negotiating, communication and advocacy skills;
- Project management skills

Applicants must be Namibian citizens. Application on Form 156043, obtainable from all Government offices, must be accompanied by comprehensive curriculum vitae, original certified copies of educational qualifications, ID and Testimonial. All foreign qualifications must be accompanied by the Namibian Qualification Authority (NQA) evaluation. Confirmation of probation letter must accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. Emailed and/or faxed applications will not be accepted.

Application should be Address to:

**The Executive Director
Ministry of Sport, Youth and National Service
Private Bag 13391
Windhoek**

Hand Delivery to:

**Human Resources Office
Ministry of Sport, Youth and National Service**

**PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023,
CLOSING DATE 22 DECEMBER 2023**

**Government Offices Park
Ministry of Education Building
2nd Floor, Room 201, West Wing
Windhoek**

Enquiries: Ms Johanna Manuel, Cell phone: 081 149 8885 Mr Twekulineekela M. M. Haiduwa,
Cell phone: 081 146 3423
