

## MANAGEMENT CARDE

### MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION DEPARTMENT: MULTILATERAL RELATIONS AND COOPERATIONS DIVISION: REGIONAL ORGANISATION

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$492,567 – N\$517,837
<b>Motor Vehicle Allowance</b>	:	N\$102,701 per annum
<b>Housing Allowance</b>	:	N\$68,188 per annum

**Minimum Requirements:** An appropriate B-degree at NQF Level 7 or equivalent qualification plus nine (9) years appropriate experience. Qualifications in Diplomatic studies/Politics/International Relations/Laws/ Economic will be an added advantage.

**Competencies:** Knowledge of the Namibian Foreign Policy and its Management, Multilateral diplomacy, Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, financial management and negotiation skills.

#### **Areas of Responsibility:**

- Supervises Officers in his or her Division with regard to primary collection, assembling and analysis of data on assigned subjects towards the formulation of Namibia's Foreign Policy in each of the International and regional organizations of which Namibia is a member.
- Supervises and initiates the preparation of first drafts of minutes, briefs, memoranda, cabinet submissions and speeches on subjects as directed.
- Coordinates the processing of reports from Missions, responses to Missions correspondences and requests.
- Studies the policies of countries and/or organizations for when s/he has responsibility and coordinates advice on any significant policy changes or initiative which has an effect on Namibia's policies.
- Keeps tracks of Namibia's domestic policy which has an effect on multilateral relations and submits memoranda on their implication.
- Ensures participation of relevant officers in meetings of the Minister of International Relations and Cooperation, Executive Director and other managers with the Diplomatic Corps and other official visitors.
- Maintains Relations with the Diplomatic Corps at an appropriate level to exchange information and views on matters of relevant and mutual interest.
- Notwithstanding the above functions, the Ministry would expect all staff members to comply with all instructions issued to them to carry out official duties.

**Enquiries:** Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

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## BILATERAL RELATIONS AND COOPERATIONS

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>3x Posts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$492,567 – N\$517,836
<b>Motor Vehicle Allowance</b>	:	N\$102,701 per annum
<b>Housing Allowance</b>	:	N\$68,188 per annum

**Minimum Requirements:** An appropriate B-degree at NQF Level 7 or equivalent qualification plus nine (9) years appropriate experience. Qualifications in Diplomatic Studies/Politics/International Relations/Laws/ Economic will be an added advantage.

**Competencies:** Knowledge of the Namibian Foreign Policy, Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, and negotiation skills.

### Duty Sheet:

- He/she will be reporting to the Director, and will be a Head of a Division
- She/he will be responsible for coordinating the implementation and execution of Namibia's foreign policy;
- Supervises desk officers who work under him/her, assisting and advising on the drafting and preparation of speeches, memoranda and briefings;
- Liaise with Namibia's Missions abroad, Foreign Missions based in Windhoek or accredited to Namibia and based elsewhere;
- Study policies of countries and advises on any significant policy changes or initiatives which has an effect on Namibia's policies.
- Manage and supervise the implementation of foreign policy decisions of Government in addition to the day to day conduct of bilateral relations between Namibia and other countries.
- Responsible for maintaining Namibia's positive image abroad, through international interaction at appropriate levels;
- The promotion of Namibia's interests in areas such as business and investment, trade, tourism, culture, human resources development etc.
- Establishing common bilateral interests, Pursuance of international peace and stability; and exchanging information and recommending areas of co-operation;
- Facilitating conclusion of bilateral cooperation programmes, agreements and projects;
- Supervision of the compilation of the annual reports and other relevant documents for the Division.
- Provide guidance and training to subordinates;
- Any other duties assigned by the Director and other senior officials from time to time.

**NB:** Applications (on form 156043), obtainable at all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Identity document(s), **not order than six months.**

Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level.

**All Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation must be attached.** The confirmation of probation letter should 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.

Only shortlisted candidate will be contacted and No application form and document will be returned.

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

Application forms should be hand-delivered or addressed to:

**Executive Director  
Ministry of International Relations and Cooperation  
Private Bag 13347  
WINDHOEK**

Hand delivered to:

**Human Resource Office  
MIRCO  
Office No. 304  
3<sup>th</sup> Floor, East -wing  
WINDHOEK**

**Enquiries:** Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

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