

MANAGEMENT CARDE

MINISTRY OF INDUSTRIALISATION AND TRADE
DEPARTMENT: TRADE AND COMMERCE
DIRECTORATE: INTERNATIONAL TRADE
DIVISION: TRADE AGREEMENTS

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

Minimum Requirements: A B - Degree at NQF Level 7 in Economics, International Relation/Trade, Marketing, Commerce, Commercial Law, Public Administration, and Business Management/Administration subjects plus nine (9) years appropriate experience. A Post-Graduate qualification in Trade Policy or trade related discipline will be an advantage.

Key Competencies Required:

- At least four (4) years' experience at a Chief level in the public service or equivalent level in the private sector.
- Sound Knowledge of the Namibian Economy and Government policy on trade, regional, continental and global economic integration.
- Knowledge and understanding of Namibia's membership and obligations to regional and multilateral organizations in respect of trade.
- Strategic thinking, planning, leading, interpersonal skills, analytical thinking, communication, negotiation, management.
- Ability to lead, motivate and develop individuals;
- Familiarity with relevant government legislation and administration procedures and;
- Understand the various interrelations, functions and operations of Central Government and various O/M/A's;
- Experience in strategic planning, policy development and programme formulation.

Responsibilities:

- Provide strategic leadership in activity based planning and management of the Division and its components.
- Manage and coordinate the operations of national committees established under the trade agreements Namibia is party to.
- Manage and supervise the work of the officials of the Division with a view to ensure high standards of performance and outputs.
- Manage human, financial and physical resources of the Division and ensure institutional capacity building and preserve sustainable institutional memory.
- Provide regular reports to the Director of International Trade and to Management.
- Ensure proper coordination of Namibia's implementation of international trade commitments assumed under trade organizations to which Namibia is a member, such as SACU, SADC, WTO and UNCTAD, and bilateral agreements.
- Engender the national positions and strategies with legal inputs for trade negotiations at bilateral, regional and multilateral.
- Provide regular briefings to both the Government and the business community on progress regarding implementation of bilateral, regional and multilateral trade agreements.
- Ensure regular and consistent national consultations on trade matters for the purpose of trade negotiations and implementation of trade agreements.

Applications must be accompanied by a probation confirmation letter. Failure to complete all items on the applications form (156043), and not attaching all the necessary certified documents will disqualify the application. Only short-listed candidates will be contacted and no documents will be returned.

Foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached and application (s) forwarded to:

**The Executive Director
Ministry of Industrialization and Trade
Private Bag 13340
Windhoek**

Or hand deliver at:

**Ministry of Industrialization and Trade
Block A Brendan Simbwaye Sq Goethe Street
2nd floor
Windhoek**

Enquiries: Mr. Asser Nashikaku 061 - 283 7331; Ms. Lydia Mwangala, Tel No. 061 – 283 7519;