



OFFICE OF THE PRIME MINISTER

MANAGEMENT CADRE VACANCY

**DIRECTORATE: DISASTER RISK MANAGEMENT
DIVISION: POLICY AND COORDINATION**

Post Designation: Deputy Director Grade 4
1 Post: Windhoek
Salary Scale: N\$ 478 220 × P – N\$ 502 753
Housing Allowance: N\$ 68 188 per annum
Motor Vehicle Allowance: N\$ 102 701 per annum

Minimum Requirements: An appropriate 3 year B-degree in Disaster Risk Management or Social Science and Environmental Studies (equivalent qualification) plus 9 years appropriate experience of which 3 years should be on middle management/ supervisory level).

Applicant with a Master Degrees qualification in the above qualifications will receive preference.

Key Performance Areas

- Knowledge in Disaster Risk Management Frameworks
- Knowledge in policy formulation
- Excessive experience in Monitoring and Evaluation
- Should be prepared to work under pressure and long hours

Main Duties:

- Develop policies, guidelines and plans on disaster risk management (DRM)
- Coordinate development, implementation and review of strategic DRM plans.
- Support and guide implementation of DRM activities
- In case of an emergency, identify the problem, assess the needs, determine the priorities and the availability of resources, and prepare plan of action based on existing format
- Develop a comprehensive communication and information management system including press releases, information and awareness creation
- Develop a monitoring and evaluation system to measure the overall impact of the implementation of disaster risk management plans and programmes
- Ensure coordination of disaster risk management at international, regional (SADC), central and local government levels and partner as well as vertical coordination between the units and institutions at the regional and constituency levels;

- Ensure implementation of performance management system
- Perform any other official duty assigned by the supervisor

COMPETENCY REQUIREMENTS

- Analytical and strategic management skills;
- Excellent writing skills;
- Research skills;
- Presentation skills;
- Coordination skills and Advanced computer skills

Candidate is limited to Namibian Citizen.

CLOSING DATE: 18 March 2022, TIME: 17h00

Applications (on form 156043) must be accompanied by a comprehensive CV and certified copies of Birth Certificate, ID and Educational Qualifications. Applications with foreign obtained qualification are encouraged to attach copies of the Evaluation of qualifications.

Applications must be addressed to the Executive Director, Office of the Prime Minister, Parliament Gardens, Private Bag 13338, Windhoek.

**Enquiries: Ms. Emma Shaambedimo
Ms. Hellen Likando**

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Telephone: 061 – 4351000**

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