

**OFFICE OF THE PRIME MINISTER
DEPARTMENT: PUBLIC SERVICE MANAGEMENT
DIRECTORATE: PERFORMANCE IMPROVEMENT
DIVISION: BUSINESS PROCESS RE-ENGINEERING (BPR)**

Post designation	:	Deputy Director Grade 4
Number of post	:	One (1)
Duty Station	:	Windhoek
Salary Scale	:	N\$ 478 220 – 502 753
Salary Notch	:	N\$ 478 220
Motor Vehicle Allowance	:	N\$ 102 701 per annum
Housing Allowance	:	N\$ 68 188 per annum

Additional Benefits: In addition, membership of a pension fund is compulsory to which the employee contributes 7% of basic pay and the employer 16%, a 13th cheque is payable in the birth month, optional membership to a generous medical aid Scheme and a various leave benefits under certain conditions are also available.

Minimum Requirements

A B-Degree in Human Resources Management or Public Administration/Management or equivalent qualification on NQF Level 7 plus 9 years' appropriate experience in performance and process management of which at least 5 years should be on a Chief Grade 5 or 6 Level.

Duties and responsibilities:

- a) Co-ordinate the implementation of the reforms; viz. BPR and CSC in the public service by liaising with OMAs and RCs for the roll-out;
- a) Co-ordinate and give support to OMAs and RCs on development, implementation and sustainability of CSC;
- b) Assist OMAs and RCs to identify core business processes for re-engineering;
- c) Provide technical support for OMAs and RCs to implement the BPR and CSC frameworks effectively;
- d) Co-ordinate training on BPR and CSC framework across the Public Service;
- e) Monitoring, evaluating and reporting progress on BPR and CSC implementation;
- f) Create awareness on BPR and CSC and promote good governance practices in the Public Service;
- g) Supervise, coordinate and assist team members to improve their performance and develop their potential;
- h) Conduct research/benchmark on best practices to implement BPR and CSC; and
- i) Execute any other duty assigned by the supervisor;

Competency Requirements

The position requires an individual with the following skills/experience:

- a) Analytical and good communication skills;
- b) Proficiency in written and spoken English;
- c) Knowledgeable in the business of the Public Service of Namibia;
- d) Project process , change management and leadership skills;
- e) Computer literacy (Ms Word, PowerPoint presentation, Excel and Publisher);
- f) Research capacity, facilitation and presentation skills;
- g) Problem Solving, interpersonal and listening skills;
- h) Ability to work in a team; and
- i) Ability to absorb and apply new skills.

GENERAL: In terms of the Affirmative Action Act, qualifying women and persons with disabilities are encouraged to apply.

Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

A fully completed application on form 156043 and 156094 (obtainable at all Government Offices) together with a comprehensive Curriculum Vitae, original certified copies of educational qualifications, identity documents and testimonials must be addressed to:

The Executive Director
Office of the Prime Minister
Private Bag 13338
Windhoek

OR

Hand delivered to the HR, Office No. 519
5th Floor, Office of the Prime Minister
Theo-Ben Gurirab Building
Parliament Garden.

Enquiries: Mrs. Susan Ntema, Tel: 061 287 3150
Ms Maria Mumwoye Tel: 061 287 2042

CLOSING DATE: 19 APRIL 2021