

Economic Growth competencies
a) Financial management for non-financial managers b) Asset & Inventory mgt c) Risk mgt d) State finance act e) Revenue Instructions

Financial Management
 Budget and MTEF: Financial mgt for non-financial managers: MTEF:PEMP: Asset & Inventory mgt, Tender board Regulations (Supply chain mgt): Revenue Instructions: Risk management • Strategise to ensure the upholding of the role of tender board
 • Import Macro economics and public finance into everyday practices • Prescribe and assess the application of the Public financial cycle
 • Apply numeracy competency for public finance • Assess combination strategies of public finance techniques & applications • Justify & promote financial control and accountability measures • Monitoring and evaluate all financial processes
 • Identify and maximise the use of legislative and institutional policies: regulating public finance • Interpret Treasury Instructions and State Finance act: 1991 (Act 31 of 1991)

Policy formulation and implementation

1) Legal framework:
 Appraise and re-design policies relating to rules and regulations practically pertaining to:
 • Public Service act 1995 (No 13 of 1995) • Namibian Public Servant Pocket guide 102
 • African Charter • Counter book procedures/ asset mgt procedures • EMDRS
 • Public service reform • Affirmative action (Employment) Act, 1998 (Act no 29 of 1998)
 • Personnel Administrative Measure (PAM) Section 5, 21 and 23 of Public Service act
 • MS Circular No 2 of 1996 7 PMS No1 of 2003. HRD: Training policy (1990), NIPAM'S role
 • HR policy: PSSR part B: Local and Regional council
 • Regional Councils Act (Act no. 22 of 1992); the Local Authorities Act (Act no. 23 of 1992)
 • ED policy framework (2000); Public Service Act 1980 (Act No 2 of 1980)
2) Policy Management

Design Policies
 Problem identification and formulation • Gathering of information • Policy agenda
 Policy formulation • Legitimizing of policy proposals • Relationship between policy
 formulators and policy implementers. • Policy Implementation • Administrative feedback • Policy analysis • Policy innovation
3) Knowledge management
 Design strategies to ensure the future implementation of Knowledge management
 relate the context of the knowledge management concept to others in their organization; • conduct a maturity analysis for knowledge management (Knowledge Management Strategic Planning Process);
 develop a knowledge management roadmap

Programme management : a) Project mgt b) Process mgt c) Operations mgt d) Monitoring and evaluation

1) Project management
 Review all internal projects including consultancy based project according to Project mgt cycle and project mgt tools
 including M & E of projects
 facilitate and lead a Project via the PM life cycle
 Design Project management Planning tools and monitoring tools for : People: Money: Time
 Quality : And combinations
2) Re organise processes via Process Management Including
 horizontal frameworks: design & development : Vertical BPM frameworks focus on a specific set of coordinated tasks : Full-service BPM
3) Operations Management
 ensuring that business operations are efficient in terms of using as few resources as needed, and effective in terms of meeting customer requirements
 including general management, equipment maintenance management, production control, industrial labor relations and skilled trades supervision, strategic manufacturing policy, systems analysis, productivity analysis and cost control, and materials planning
4) Monitoring and Evaluation
 Program all processes and operations to confine to Monitoring and evaluation cycle.

Management function: Organising

Verify the use of the PST and SWOT to analyse the Micro and macro environment of Namibian Public Sector
 • Prescribe an overview of the OMA/Rc in all the levels of Government : Central, Regional and local government
 • Recommend and support information gathering relating to the design of PAM's & job evaluations
 • Assess the Management of the principles of organising
 • Division of work
 • Organisational structure
 • Departmentalisation
 • Coordination
 • Span of control
 • Unity of command

Management Function: Planning :

Must have basic knowledge and understand the implication on public servants of:
 • Interpret the Strategic planning process and outcomes
 • Employ the following relating to Strategic planning
 • Vision of the OMA involved
 • Mission of the OMA involved
 • Vision 2030
 Assign and construct the aims of the following relating to the vision and mission
 • National Development Plans, the Medium-term Expenditure Framework,
 • New Equitable Economic Empowerment Framework (NEEF),
 • The goals of budgeting and the aim of cost effectiveness in the Public Service.
Individual Planning
 • Advise staff and apply SMART principles in goal setting.
 • Facilitate the link between time management and planning
 • Design and apply action planning for own and staff's duties

Management Function: Control:

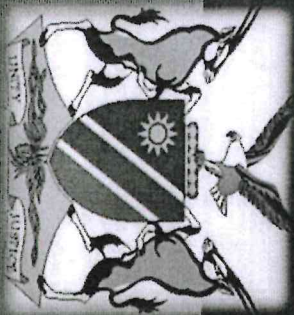
Monitoring and evaluation
 • Validate all rules that control the behaviour of public servants
 • Design the role and responsibilities of the different levels of Management
 • Strategise and analyse designs on the following correctly
 • Public service Staff Rules
 • Applicable PMS circulars e.g. No.3 of 2002; No 19 of 1997; No 20 of 1998 PSSR D /J/)
 • Contrast between
 Major Offences and action: Serious offences and actions: Minor offences and actions: PSSR E/X/): • (Pocket guide PART 4)
 • Critique and defend the practical implications of Rights and process of Disciplinary processes
 • Judge rights and grievance procedures (PSSR J) and Misconduct

Management Function: Leading

Lead by example by applying the Guiding Principles of Good Governance
 Rewrite strategise to insure Transformation leadership via Good Governance principles such as the King III on Good Governance
 Ethical leadership & corporate citizenship : Boards and directors & Audit committees : Governance of risk : The governance of information technology
 § Compliance with laws, rules , codes and standards : § Internal audit
 § Governing stakeholder relationships : § Integrated reporting and disclosure : § (see Namibia Institute for Democracy's Guide to Organisational Ethics 2011)
 • Transformational Leadership
 • Performance Management System
 • Situational Leadership
 Advance analysis of temperament differences in leadership strategies

Senior management

Generic Competency Framework



Namibian Public Service