

MIT Newsletter

Newsletter Date: May 2021

Message from the Editor

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Elijah Mukubonda
Corporate Communications

*May is a month bursting with possibilities.
What are you hoping to achieve?*

The purpose of a newsletter is to provide specialized information to a targeted audience. Employee newsletter can be used to develop a better-informed workforce, to foster a greater sense of community, and to build morale.

A better-informed workforce can be created in many ways. By providing news from the project level, departmental and at Ministerial level - it helps employees have better understand of how the Ministry operates and where the rank and file of staff fit in.

When employees understand the goals of the Ministry and see how their work helps to achieve those goals, they are usually more productive. The newsheet can help build morale by writing about employee events and achievements – such features will predominantly be covered in our future editions.

The key to a successful newsletter is making it useful to the readers. Including information about all areas of the Ministry – but also making sure it is information that readers want and need.

The Ministry is busy, meeting with audiences and interacting with them at varied platforms – from regional to national outreach programs aimed at enhancing public participation and lending a listening ear to the voice of the voiceless.

Ministerial newsletter is vital to keep stakeholders informed of activities and programs undertaken by the Ministry.

Welcome to our first issue and enjoy the read!!!!

About the Ministry



Hon. Lucia Lipumbu (MP)
Minister.

The Ministry of Industrialisation and Trade (MIT) steered by two political heads, is responsible for the development and management of Namibia's economic regulatory regime, based on which the country's domestic and external economic relations are conducted. It promotes growth and development of the economy through the formulation and implementation of appropriate policies to attract investment, increase trade, develop and expand the country's industrial base.

The Ministry aspires to be a leading agent in the drive towards industrialisation, the realization of an export-driven economy and making Namibia a preferred FDI destination in order to achieve increased and sustainable economic benefits and employment for Namibians and international competitiveness.

The Ministry seeks to create an enabling environment for increased domestic and foreign direct investment, trade and industrial development, and to position and safeguard the interest of Namibia in the regional and global economy. The Ministry has FOUR main programme areas outlined below (from pages 4 onward to 7):

MIT exists to develop and diversify the Namibian economy towards an efficient and competitive level.

CORE VALUES

Integrity: Consistent, Honest and Trustworthy in our dealings with Clientele and stakeholders

Quality: Deliver Quality and Standard services in line with the Public Service Charter

Transparency: Perform our duties in a fair, open and honest manner

Accountability: Be responsible and accountable in the performance of our duties

Efficiency: Deliver timely, efficient and effective service to the public

Professionalism: Provide and execute our duties in a competent and skillful manner

Creativity and Innovation: Strive towards Creativity and Innovation to improve productivity in a cost and effective manner

Foresight: Foresee problems and take proactive actions to respond swiftly and effectively to challenges

STRATEGIC OBJECTIVES

- ✓ Investment promotion
- ✓ Promotion of manufacturing activity
- ✓ Growth and diversification of the Namibia's exports and export markets
- ✓ Promotion of growth and development of SMEs



Hon. Verna Sinimbo (MP)
Deputy Minister.

Office of the Executive Director



Mr. Haihambo Sikongo
Executive Director.

The Ministry of Industrialisation and Trade continues to play a vital role in the pursuit of Government Vision 2030, NDPs, Harambee Prosperity Plan 2 and the MTEF. The Ministry will continue with the implementation of its interventions to contribute to Government's priority relating to the sustainable creation of decent work and poverty reduction. This will be coupled with additional interventions, through the continued implementation of the "Growth at Home" strategy which is Namibia's Industrial Policy Implementation Strategy

MIT has three (3) directorates/ departments namely; Trade and Commerce; Industrial Development; and Administration headed by two Deputy Executive Directors and a Director who report to the Executive Director/ Accounting Officer.

The Ministry has a clear mandate to spearhead two very important sectors (namely – Industrialisation and Trade), which are not only wide in scope but also very critical for the realisation of the national socio-economic development goals of our country.

The Office of the Executive Director is responsible for, amongst others

- ✓ Providing support to the Minister and Deputy Minister of Industrialisation and Trade in all areas of his/her responsibility;
- ✓ Coordinating, guiding, monitoring the planning for, and implementation of all programmes of the Ministry;
- ✓ Ensuring implementation of and compliance with the laws and policies of the Government, especially those specifically assigned to the Ministry of Industrialisation and Trade;
- ✓ Managing the financial and other resources of the Ministry;
- ✓ Supporting the work of the agencies and State-owned enterprises by the Ministry in exercising aspects of the mandate of the Ministry delegated to them for implementation; and
- ✓ Managing external relations with stakeholders outside the Ministry within Government or the public at large.

The ED encourages a climate in which the Minister (by extension DM) and Ministry staff work effectively together in enhancing organizational performance.

The technocrats of the Ministry are involved in the implementation of the operational plan to ensure commitment leading overall successful implementation, monitoring and evaluation, as well as realization of strategic objectives outlined in this bulletin.

Department Profile: INDUSTRIAL DEVELOPMENT



Dr. Michael Humavindu

Deputy Executive Director – Industrial Development.

Industrial Development is responsible for Industrial and Enterprise Development.

The department serves to promote manufacturing and entrepreneurship development. The programme overall objective is to achieve equitable and sustainable industrial planning development, employment creation and the development of a robust and a competitive industrial sector. The department has two major units:

Industrial Planning and Development - economies whose growth is predominantly driven by the production and exports of commodities like Namibia are at great risk and vulnerable to external shocks and frequent price fluctuations in the global market, with severe negative effects on growth, development and poverty reduction.

The SME sector has proven to be one of the most important means of reducing unemployment and poverty due to flexibility and low investment required. The main purpose of this activity is to provide SMEs with productive equipment, improved access to affordable finance, and improved mentoring.

Small Business Development - the MSME sector is widely recognized as an important means for alleviating unemployment and poverty, and for realizing sustainable socio-economic development and contributing to the country's GDP. As such, the development and growth of the MSME sector continues to be one of the areas of priority and focus of the Government and the Ministry's programmes over the past and coming years.

The department of ID is responsible for evaluating and appraising industrial projects, sponsors feasibility studies and surveys of potential development areas and renders support and advice to potential developers and investors. The unit is also engaged in the production of statistics, and conducts regular censuses of the manufacturing sector. The key function areas of the department are summarized below:

- ✓ Promoting and developing a dynamic local small, micro and medium enterprise (SMME) sector;
- ✓ Promoting economic development in least developed regions to integrate historically disadvantaged Namibians into the mainstream of the economy;
- ✓ Planning and constructing appropriate industrial infrastructure providing trading and factory space especially to small and medium enterprises; and
- ✓ Design and coordination of the implementation of an industrial policy for Namibia.

Department Profile: TRADE AND COMMERCE



*Ms. Ndiitah Nghipondoka-Robiati
Deputy Executive Director – Trade
and Commerce.*

*Trade and Commerce
administers trade
facilitation,
diversification of
markets, vibrant and
competitive domestic
economy as well as
market conditions..*

The department seeks to make Namibia competitive in terms of business establishment and expansion, protection of business and intellectual property, quality and standards, export of goods and services, and fair market competition. This entails the implementation, management and maintenance of compliance to domestic and international instruments and measures concerned with commerce, domestic market regulation, international trade and trade facilitation. The department has three major units:

Trade Promotions - ensures effective and efficient business establishment and growth in the country. The programme entails the implementation, management and maintenance of compliance to domestic and international instruments and measures concerned with commerce, domestic market regulation, international trade and trade facilitation.

Domestic Trade Management - focuses on the development and adoption of an appropriate legal, regulatory and institutional framework for effective registration, establishment and operation of businesses; the registration, protection and enforcement of intellectual property, standards, conformity assessment and franchises; as well as promotion and safeguarding of consumer welfare and market competition, as important conditions for a vibrant and robust domestic economy.

External Trade Management - to increase the volume, value and range of Namibian goods and services that are exported as well as securing external markets and preferential market access conditions for local products in regional and global markets. In this regard, the Ministry has devised an export development and promotion programme and undertakes targeted promotional activities such as trade missions, fairs and exhibitions; product and market research and development; and construction of trade estate centres in identified target external markets.

The key functions of the department are:

- ✓ Trade & Commerce is the focal point and national coordinator of Namibia's membership to regional and multilateral trade arrangements and economic grouping;
- ✓ Formulation and implementation of Namibia's external trade policy that ensure the development of a vibrant and competitive domestic economy and market conditions; and
- ✓ Preserves the policy space to advance and enhance Namibia's industrial and economic development and employment creation objectives.

Directorate Profile: GENERAL SERVICES



*Mr. Peyependa Nghaamwa
Director – General Services.*

The directorate of General Services renders administrative services to the Ministry in order to execute core functions such as Procurement; Corporate Communications; Human Resource Management; Human Resource Development; Information Technology; and Internal Audit. It is ideal to create an enabling environment and high performance culture. The Director supported by two Deputy Directors, each of whom heads division finance & administration and information technology respectively, heads it

Policy Supervision - enhances appropriate policy framework required to guide the design, implementation and evaluation of various programs and activities of the ministry. This Activity enables the ministry to exercise the necessary oversight over the design and implementation of the various policies and programmes on trade and industrial development as well as to ensure coordination and alignment to Ministerial and national development plans.

Coordination and Support Services - deals with the provision of administrative or supportive services that the various operational unit and agency of the Ministry require in order to execute their assigned core functions and achieve the strategic objectives as set in its Strategic Plan.

This is ensured through the acquisition of IT hard and software gadgets, compliance to rules and procedures, strengthen internal procedures, logistic and technical support, and prudent utilization of human, financial, technical and other resources, transport services, internal auditing, secretarial and other auxiliary services.

DGS aims to provide efficient logistical and support services in a professional accountable and cost-effective manner to facilitate realisation of the mission and objectives of the Ministry. Without partiality, the Directorate also targets efficient management and utilisation of human, financial and material resources allocated to the Ministry for the achievement Ministerial goals.

The key functions of the directorate are but not limited to:

- ✓ Ensure compliance by all with the human resources, procurement, financial and stock control laws and regulations;
- ✓ Provide, deploy, develop and retain the required human resources for the implementation of the Ministry's objectives and efficient service delivery; and
- ✓ Prepare, manage and control all the financial resources at the disposal of the Ministry in conformity with the applicable laws and regulations.

Administration renders support functions to the Ministry.

Directorate Profile: SPECIAL INDUSTRIALISATION INITIATIVE



*Dr. Michael Humavindu
Deputy Executive Director – Industrial
Development.*

*SPI seeks to promote
manufacturing and
entrepreneurship.*

The Special Industrialisation Initiative was developed to give effect and achieve the significant expansion of Namibia's manufacturing sector as stipulated in NDP4. It aims at increasing the contribution of manufacturing to GDP and accelerates economic growth and activity by focusing on enhancing growth in the priority sectors. This in turn would result in expanded industrial output, diversified products, enhanced value addition activities, as well as to develop new and strengthen existing value chains'. This activity makes provision for research on economic and financial

To oversee the overall special Industrialisation Initiative the mission is to achieve equitable and sustainable special industrial development by providing an enabling environment through pro-active, accountable leadership and professional services.

This in turn would result in expanded industrial output, diversified products, enhanced value addition activities, as well as to develop new and strengthen existing value chains'.

The programme targets to achieve 60% value chain support to industries. This activity makes provision for research on economic and financial activities. To oversee the overall special Industrialisation Initiative the mission is to achieve equitable and sustainable special industrial development by providing an enabling environment through pro-active, accountable leadership and professional services.

Achievements over the years include:

- ✓ State of the art machinery at the Northern Tannery installed whilst work on the oxidation ponds are nearing completion;
- ✓ Establishment of Peugeot Assembly Plant
- ✓ Walvis Bay Industrial Park is completed bar bulk services and utilities;
- ✓ At the Kavango cattle ranch the fencing completed; and
- ✓ Concept Notes for both the Karibib Gemstone Valuation Hub and the Walvis Bay Cold Storage Facility were finalized.

Legislation

Act	Purpose
1. Companies Act, 2004 (Act No.28 of 2004).	To provide for the incorporation, management and liquidation of companies; and to provide for incidental matters.
2. Competition Act (Act No. 2 of 2003).	To promote competitive market conditions through investigation and prosecution of anti-competitive activities; reviewing and approving mergers and exemption applications; and disseminating information to businesses, consumers and other stakeholders.
3. Close Corporations Act, 1988 (Act No. 26 of 1988).	To provide for the formation, registration incorporation, management, control and liquidation of close corporations.
4. Estates Agents Act (Act no. 112 of 1976).	To regulate and control the activities of estate agents in the public interest.
5. EPZ Act (Act No. 9 of 1995).	To manage and promote the EPZ regime in Namibia's premier harbor town, Walvis Bay.
6. Export Processing Zone (EPZ) Act, 1995 (Act no. 9 of 1995 as amended).	To promote and market investment opportunities under Namibia's EPZ, monitor and coordinate all EPZ related activities and provide an umbrella facilitative service to approved investors in the country.
7. Foreign Investment Act, 1993 (Act No. 24 of 1993 as amended).	To make provision for the promotion of foreign investments in Namibia.
8. Namibia Industrial Development Agency (NIDA) Act, 2016 (Act No.16 of 2016).	To actively facilitate and drive industrial development in the country in line with the industrial policy and its "Growth at Home" implementation Strategy towards the achievement of Vision 2030 goal.
9. Standards Act, (Act No. 18 of 2005).	To promote the use of standards and quality assurance and control in industry, commerce and public sector; provide conformity assessment services; certification of systems, product and personnel systems; inspect and test products and materials; and trade (legal) metrology – enforcement of product labelling, weights and measures.
10. The Import and Export Control Act, 1994 (Act 30 of 1994).	To provide for import and export control.

MIT administers the following legislature.

Public entities reporting to the Ministry

Name of Public Entity	Enabling Legislation	Purpose
1. BIPA	Business and Intellectual Property Authority Bill, 2013.	To be a central focal point for the registration, administration and protection of business, industrial and intellectual property.
2. Interim Board of Trade	Cabinet Decision No. 5th/14.03.06/008 (Bill is being drafted)	To administer import, export activities on behalf of MTI, and serve as Namibia's national body in the future SACU tariff board.
3. Namibia Competition Commission (NCC)	Competition Act (Act No. 2 of 2003).	The NCC is tasked to promote competitive market conditions through investigation and prosecution of anti-competitive activities; reviewing and approving mergers and exemption applications; and disseminating information to businesses, consumers and other stakeholders.
4. Namibia Estate Agents Board	Estates Agents Act (Act no. 112 of 1976).	The purpose of NEAB is that of regulating and controlling the activities of estate agents in the public interest. In this regard, the Board is tasked with protecting consumers in estate agency transactions while having regard to the interests of the industry; maintaining and promoting the standard of conduct of the industry; and regulating the activities of the estate agents in general.
5. Namibia Industrial Development Agency (NIDA)	Namibia Industrial Development Agency (NIDA) Act (Act No.16 of 2016).	To actively facilitate and drive industrial development in the country in line with the industrial policy and its "Growth at Home" implementation Strategy towards the achievement of Vision 2030 goal.
6. Namibia Standards	Standards Act , (Act No. 18	The NSI was established to promote

Institution (NSI)

of 2005)

the use of standards and quality assurance and control in industry, commerce and public sector; provide conformity assessment services; certification of systems, product and personnel systems; inspect and test products and materials; and trade (legal) metrology – enforcement of product labelling, weights and measures.

7. Namibia Trade Forum

Cabinet Decision No. 17th/02.08.05/007.

To act as the main consultative body representing the private sector views to the government. It thus serves as the highest public private partnership on international trade and investment matters.

8. Walvis Bay Export Processing Zone Management Company (Pty) Limited

EPZ Act (Act No. 9 of 1995).

Responsible of managing and promoting the EPZ regime in Namibia’s premier harbor town, Walvis Bay. In this regard, the Company provides investment facilitative services such as acquiring and servicing industrial land; construction and leasing of industrial factories; processing and facilitating applications for EPZ status, work permits and visas, and other investor needs.



News from Human Resources

For any organization to achieve its goals and objectives, it requires an adequate staff complement with appropriate skills and knowledge alongside right attitude and behavior to perform a specific job. Thus, the Human Resource function is crucial to an organization and it is responsible to perform among others the following core functions: i) Job analysis examines specific job functions in determining the skills, duties and knowledge required for each position, this include creation of those positions; ii) To ensure that the required number of employees, with the appropriate skills, are available through human resource planning; iii) Recruitment is a process of attracting enough skilled candidates to apply for the job; and iv) Staffing process includes selecting the best-suited individuals to fill the post. In overall, Personnel Services exists to manage and administer human capital, policies and procedures to ensure an effective working environment.



*HR core functions:
staffing, development,
compensation, safety
and health, and
employees and labor
relations.*

COVID-19 workplace health and safety

Protect yourself and others from COVID-19

Slightly over the last 15 months now, all of us have found ways to adjust to the changes in our daily lives as a result of COVID-19. It has been a considerable effort for everyone. As part of the MIT community, your efforts are acknowledged and make sure we work together to continue to achieve our work goals during this time of change. **Let us protect others and ourselves from COVID-19** by taking some simple precautions. These health protocols can reduce chances of being infected or spreading the virus in the workplace:

- ✓ Regularly and thoroughly clean your hands with an alcohol-based hand sanitizer or wash them with soap and water to kills viruses that may be on your hands.
- ✓ Maintain at least 1 metre (3 feet) distance between yourself and others. If you are too close, you may breathe in the droplets, including the COVID-19 virus if the person has the disease.
- ✓ Avoid overcrowding in a single place or office, you are more likely to come into close contact with someone that has COVID-19 and it is more difficult to maintain physical distance of 1 metre (3 feet).
- ✓ Always wear a fabric mask. Masks are a key tool in a comprehensive approach to the fight against COVID-19.
- ✓ Avoid touching eyes, nose and mouth. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.
- ✓ Use of elevator - observe and adhere to the maximum number of 2 (two) people in the elevator at a given time.
- ✓ Make sure you, and the people around you, follow good respiratory hygiene - covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash your hands.
- ✓ Register and have your body temperature recorded every morning to make contact tracing easier.

As always, please stay safe and healthy.

Birthdays

Hon. Verna Sinimbo	March 19
Haihambo Sikongo	April 29
Peyependa Nghaamwa	April 25
Ndiitah Nghipondoka-Robiati	April 7
Salom katoole	March 11
Naveuye Indongo	April 7
Trina Kachele	April 16
Oscar Festus	April 23

MARCH 2021						
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Upcoming Events

Announcements for upcoming events are public and meant to inform (creating awareness) in order to promote participation and engagement. Events will cover Ministerial outreach programs – launches, business engagements, and essential activities, MIT wide deadlines for projects, holidays, Human Resources events, and social or morale events.

Launch “Buy local grow Namibia” campaign	May 18
Business Consultation (Kavango West)	May 19
Business Consultation (Zambezi)	May 21
Business Consultation (//Kharas)	May 28
Business Consultation (Kunene)	TBC

MAY 2021						
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