

# NAMIBIA DEVELOPMENT CORPORATION

## *DELEGATION OF AUTHORITY*

1.	Board of Directors	-	B
1.1	Managing Director / CEO	-	MD
1.2	General Manager: Finance & Admin	-	GMFA
1.3	General Manager: Special Projects	-	GMSP
1.4	General Manager: Business Development	-	GMBD
1.5	Branch Manager	-	BM
1.6	Project Manager	-	PM
1.7	Departmental Manager	-	DM

### **Directives**

A = In consultation with MD

X = Unrestricted Authority

R = Report must be submitted to Delegator

D = Authority restricted to own Division

P = Authority restricted to own Project

B = Authority restricted to own Branch

d = Authority restricted to own Department

### **APPROVED:**

**MANAGING DIRECTOR**

**DATE:** 10 August 2000

FUNCTION			B	MD	GMFA	GMSP	GMBD	BM	PM	DM	REMARKS/CONDITIONS
A. HUMAN RESOURCES											
1.	Creating of posts	P1 - P4 Up to P5	X	X							Recommendation by Divisional Manager and Human Resources Department (O&M)
2.	Abolishing of posts	P1 - P4 Up to 5	X	X							Recommendation by Divisional Manager and Human Resources Department (O&M)
3.	Establishing of Job specifications and minimum requirements	: Above P7 : Up to P7 : Up to P10		X	D	D	D	B	P		In conjunction with Human Resources Department
4.	Temporary diminishing of Job requirements	: Above P7 : Up to P7		X	D	D	D				In conjunction with Human Resources Department and Departmental Manager concerned
5.	Grading of posts			X							Recommendation by Job evaluation committee using the Peromnes Job evaluation system
6.	Appointments	: P 1 - P4 : Up to P5 : Up to P10	X	X	D	D	D				Appointments in approved posts in accordance with prescribed personnel regulations. Recommendation from Human Resources.
7.	Secondment of staff			X							
8.	Transfers within the Corporation and its affiliates	: Above P7 : Up to P7		X X							In conjunction with Human Resources Department and in accordance with prescribed personnel regulations.
9.	Promotions	: P1 - P4 : Up to P5 : Up to P8	X	X	A	A	A				In approved posts in accordance with prescribed personnel regulations
10.	Merit Increases	: P1 - P4 : Up to P5 : Up to P8	X	X	A	A	A				In accordance with prescribe personnel regulations.

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11.	Demotion	: P1 - P4 : Up to P5 : Up to P8	X	X							In conjunction with Human Resources Department and Divisional Manager concerned
12.	Dismissal	: P1 - P4 : Up to P5 : Up to P8	X	X X	D	D	D	D			In conjunction with Human Resources Department and Departmental Manager concerned and in compliance with the prescribed legal procedures and personnel regulations/disciplinary hearing
13.1	To represent the Corporation as a director of companies or to nominate directors, statutory officials and representatives at stockholders meetings of affiliated companies.,			X							
13.2	To represent, act and vote on behalf of the Corporation at meetings of any corporate body, association or organisation of which the Corporation is a member or to appoint any representative to act and vote on behalf of the Corporation at such members meetings			X							
14.	Private work for remuneration			X	D	D	D				Recommendation by relevant Departmental and Human Resources Manager
15.	Maintaining of discipline		X	X	X	X	X	X	X	X	As per disciplinary code
16.	Granting, altering or abolishing of fringe benefits		X								Recommendation by Human Resources Department and MD/CEO

FUNCTION	B	MD	GMFA	GMSP	GMBD	BM	PM	DM	REMARKS/CONDITIONS
17. Approval of journeys and means of transport in respect of subordinates: 1. Within Namibia 2. Abroad: RSA and SADCC countries 3.		X X	D	D	D	B	P		
18. Approval of: 1. Entertainment expenses 2. Travelling & Subsistence expenses		X X	D	D	D	B	P		Subject to prescribed regulations procedures and tariffs and within budgetary limits
19. Appointment and transfer costs: 1. Approval for payment  2. Waving of Pro Rata appointment costs in the event of resignation/dismissal		X X	D	D	D				Subject to prescribed regulations and procedures  Recommendation by Human Resources Department and relevant Divisional Manager
20. Salaries and overtime payment: 1. Salaries (Fixing of scales) 2. Approval for payment of overtime	X	X	D	D	D				Subject to prescribed regulations and procedures
21. Staff housing: 1. Loans in terms of NDC scheme 2. Payment of housing allowances 3. Allocation of housing 4. Approval of rental subsidies		X X X X							Subject to personnel regulations On recommendation of housing committee
22. Staff loans and salary advances: 22.1 Loans in excess of N\$5 000 22.2 Loans N\$5 000 maximum 22.3 Salary advances(Maximum one third of nett pay)	X	X X							Subject to prescribed regulations and recommendation and Human Resources. All advances deducted at next salary process.

FUNCTION	B	MD	GMFA	GMSP	GMBD	BM	PM	DM	REMARKS/CONDITIONS
23. Leave: Approval of any extended study leave Approval of Vacational, Sick, Occasional, Study, Casualty, Unpaid , Maternity, Compassionate, Special leave		X X	D	D	D	B	P		Subject to prescribed personnel regulations Occasional, special leave in conjunction with Human Resources Department
24. NDC Study Scheme: 1. Approval of study loans/bursaries 2. Approval of fields of study 3. Approval for reimbursements of tuition fees 4. Approval of salary adjustments 5. Approval for take-over of study		X X X X X							Recommendation by bursary/study loans committee. 4 and 5 on recommendation by Human Resources Department  obtaining qualifications loans on employment
25. Training: 1. Approval for spending of funds 2. Approval for fields of training		X X	D D	D D	D D				Within budgetary limits and in conjunction with Human Resources Department
26. Appointment of staff in internal committees		X	D	D	D				
A. CAPITAL EXPENDITURE									
27. Approval of project and amount to be expended 1. Existing Activities:  Gross amount per item  Up to N\$250 000 Above N\$250 000		X							Within approved capital budget and prescribed regulations    In conjunction with Divisional Manager, GM Finance & Admin

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2. New activities: Gross amount per item:  Up to N\$250 000 Above N\$250 000	X	X							In conjunction with Divisional Manager, General Manager: Finance & Administration.
28. Expenditure of operating capital		X	D	D	D	B	P	d	Within the limitations of the approved operating capital budget, subject to the conditions as set out in the financial regulations
B. FINANCIAL AND JURIDICAL									
29. Adjustment of priorities on expenditure: 1. Within the approved capital plan 2. Transfer of funds		X X	D	D	D				In conjunction with General Manager: Finance & Administration.
30. Temporary investment and departmental allocation of liquid funds			X	X					Subject to fund management investment procedures. Dual signatories required.
31. Approval for the opening and closing of bank accounts and authorising signing powers on cheques		X	X	X	X 1				Dual signatories required subject to fund management and investment procedures. X 1 Secondary signatures in conjunction with Manager Risk
32. Management Information Systems Installation		X							Recommendation by GM Finance & Admin
33. Loans: Up to N\$ 50 000 Up to N\$100 000 Up to N\$500 000 Above N\$500 000 Rejection of loan applicants	X	X			D D	B B			

FUNCTION	B	MD	GMFA	GMSP	GMBD	BM	PM	DM	REMARKS/CONDITIONS
34. Contracts:  Up to N\$500 000 Above N\$500 000	X	X							
35. Mortgage deeds: Register, amend, cancel, etc.		X							
36. Judicial Steps: (Any court of law)  - Defend - Apply for - Oppose		X X X							
37. Sureties:  1. Issuing of sureties as approved under Item (45) 2. Issuing of all other sureties:  Up to N\$500 000 Above N\$500 000	X	X  X							
38. Write-offs in respect of (per individual case)  - Loans - Debtors - Rentals - All assets (book value) Up to N\$100 000 Above N\$100 000	X	X							On recommendation of Divisional Manager.

FUNCTION	B	MD	GMFA	GMSP	GMBD	BM	PM	DM	REMARKS/CONDITIONS
39. Stipulate and amend conditions in respect of loan and rental agreements and loan and rental installments					X				
1. Rental Agreements - decrease in rent redeemable per annum									
Up to N\$30 000		X							
Above N\$30 000	X								
2. Loans:									
Suspension of redemptions and interests									
Up to N\$200 000		X							
Above N\$200 000	X								
3. Otherwise:									
Unrestricted		X							
40. Withdrawal of loans (excluding write-offs for costs incurred)		X							
C. GENERAL									
41. Financial and Personnel regulations									
1. Application of regulations		X	X	X	X	X	X	X	
2. Stipulation of Personnel regulations		X	X						
3. Stipulation of Financial regulations		X	X						
4. Stipulation of Financial procedures			X						
42. Stipulation of insurance			X						
43. Utilisation of professional services									
Up to N\$50 000			D	D	D				
Above N\$50 000		X							Within budgetary limits Each case to be reported in writing



FUNCTION	B	MD	GMFA	GMSP	GMBD	BM	PM	DM	REMARKS/CONDITIONS
45. Property Purchase and disposal of:									Subject to prescribed Financial Regulations
1. Fixed Assets									
Up to N\$500 000		X							
Above N\$500 000	X								
2. Shares in Subsidiaries with cost/book value:									
Up to N\$800 000		X							
Above N\$800 000	X								
3. Movable assets with original purchase price:									
Up to N\$50 000			D	D	D				
Up to N\$500 000		X							
Above N\$500 000	X								
4. Repurchase of assets at judicial sales		X							
5. Obtain membership in any corporate body, association or organisation		X							

FUNCTION		B	MD	GMFA	GMSP	GMBD	BM	PM	DM	REMARKS/CONDITIONS
46.	Erection of Buildings/Other developments									In accordance with prescribed tender regulations
	Up to N\$800 000 Above N\$800 000	X	X							
47.	Agency Projects Development Procurement Alienation		X							In accordance with prescribed financial regulations and in liaison with applicable Ministry.