

FUNCTIONAL TRAINING NEEDS 2010/2011

Directorate of Administration and Support Services

Finance Sub- division	Comments
Reconciliation of Payroll IFMS Budget control and Management	
Human Resources Sub-Division	
Disciplinary hearing procedures New labour Act- Conciliation, Arbitration and Mediation.	
Auxiliary Sub-division	
Transport management Training in positive work attitude(Team building) Executive Secretarial Training Advance Cleaning Procedures/Personal Growth/Motivation	<i>All transport officers are new and should attend this course.</i> <i>for the Deputy Minister's Private Secretary Cleaners, Labourers, Messengers and Drivers</i>
Training Sub-division	
Training of trainers Minutes taking and record management course All aspects of HRD	
Information Technology Sub-division	
N+ SQL SharePoint Website design and Development Developing and Maintaining databases Ms Access	
Maintenance Sub-division	
Auto Mechanics and Hydraulic Driver operator Training Borehole Maintenance Solar Electricity Supply for Building and Boreholes	Especially for Okaukuejo

Directorate of Parks and Wildlife Management

Head Quarter coordination Services	Comments
Human Wildlife Conflict Implementation Stock Control Budget control and management Law Enforcement	
Central Regional Services/ Wildlife	
Human Wildlife Conflict Implementation Stock Control Law Enforcement	
Southern Regional Services	
4x4 Driving skills Basic Law Enforcement Human Wildlife Conflict Implementation	<i>4x4 driving problem is experience during the joint border patrol with Botswana Government especially at Mariental office</i>
Erongo Regional Services	
Gis Mapping Basic Law Enforcement Minutes taking Stock control Human Wildlife Conflict Implementation	
North West Regional Services	
Stock Control Fire Fighting Law Enforcement Human Wildlife Conflict Implementation	
North Central Regional Services	
Snake handling skills Law Enforcement Problem Animal Control Human Wildlife Conflict Implementation	

North East Regional Services	
Anti Poaching Techniques Fire Fighting Weapons Control Transport Management Human Wildlife Conflict Implementation	
Central/Namib Naukluft parks	
4X4 driving skills Rhino Tracking Revenue Stock Control	
Etosha National Park (APU)	
Tracking (Poachers and Game) Basic Vehicle Maintenance First Aid	
Etosha National park/Skeleton Coast Park	
Auto Electric and Hydraulic Snake handling skills GIS Receiver of revenue training Advance stock control	<i>There is a critical need in maintenance division</i>
Southern Parks	
4x4 driving skills Fire management	
North East Parks(Kavango/ Caprivi)	
Basic Weapons Handling course Basic Principles of Antipoaching Fire Management course 4X4 Driving	
CBNRM	
Conflict Management in Conservancies Integrated CBNRM and Community development approaches	

Directorate of Scientific Services

Sub-Division Wild life Survey and Monitoring/Research and Planning	Comments
GiS and Data Design and Management for Scientist Scientific Technical Report Writing Bird Identification Course First Aid	
Sub-Division Etosha Ecological Institute	
GIS Fire Ecology and Management Scientific Technical Report Writing Bird Identification Course First Aid	
Sub-Division Wildlife Trade and Permit Control	
GIS Record Management Electronic Filling system	
Sub-division Game Capture	
Safety precaution Training First Aid	

DIRECTORATE OF ENVIRONMENT AFFAIRS	
Sub-Division Conventions and Programmes	Comments
Waste Management and Pollution control Environmental Impact Assessment	
Sub-Division Resource utilization and Support Services	
Budget Control and Management Economics of Waste Management Micro and Macro Economic Forecasting Economics of Climate Change Public Policy Analysis	
Sub-Division Environmental Education and Information	
Presentation skills Development of EE Programs and Materials Gardening and Nursery at EE Centres	

DIRECTORATE OF TOURISM	
Sub-Division Casinos/Gambling & State Lotteries	Comments
Gambling Inspection Procedures and Methods Interpretation of Gambling Act Record keeping/filing	
Sub-Division Policy, Planning and Community Based Tourism	
Dispute Resolution Facilitation Joint Venture Tourism Facilitation	