

## **SOCIAL SECURITY COMMISSION DEVELOPMENT FUND (SSC-DF)**

### **EMPLOYMENT SCHEME**

The SSC-DF is established by Section 37 of the Social Security Act, 1994 (Act No. 34 of 1994). Its main objects are to:

- a) Conduct training and employment schemes approved by the President of the Republic of Namibia for the benefit of socio-economically disadvantaged persons who are unemployed.
- b) Grant bursaries, loans and other forms of financial aid to students enrolled at any recognized technical or academic institutions of higher education.

The SSC-DF provides financial assistance to deserving, innovative, community based and driven projects or schemes with potential to create and sustain jobs for the socio-economically disadvantaged Namibians who are unemployed. In implementing these, the SSC-DF will collaborate with Development Agencies (DAs) which work closely with these target groups of beneficiaries. The DAs will thus be tasked with the actual implementation of such projects. These projects must strictly be socially, environmentally and economically viable and sustainable, and they must be aligned to the Development Plans of the Regional and Local Authorities of their respective regions.

#### **1. WHAT IS CONSIDERED TO BE A PROJECT UNDER THE EMPLOYMENT SCHEME?**

Applicants are encouraged to be as innovative as possible in conceptualizing such projects as would have the desired impact. The list below is in no way exhaustive but rather indicative of what may be regarded as employment scheme projects as per the SSC-DF Regulations:

- a) Community infrastructure programs e.g., building, maintenance or refurbishment of rural schools, hostels, libraries, multi-purpose centers, sports facilities or community halls, construction or upgrading of roads, water infrastructure, flood water harvesting for income generation projects.
- b) Small rural and urban infrastructure programs e.g., sanitation, laying of water pipes, wastewater collection and treatment.
- c) Community development programs e.g., irrigated gardening, poultry projects, small mining, community-based tourism, integrated land use projects, value addition to agricultural produce, minerals and other natural resources.
- d) Community-based social services e.g. incubation centers for services to vulnerable individuals or families to reduce or alleviate poverty and exclusion from society and lead them to living fuller and satisfying lives. This may include home based care programmes for the sick and destitute elderly, victims of drug and alcohol abuse, the disabled, street children, etc. These projects should demonstrate employment creation and sustainability.

- e) Labour mobility and retraining programs e.g. employment projects aimed at training for employment and retraining workers to encourage mobility and thus address structural unemployment which results from immobility. Here, the establishment of new industries for such differently trained unemployed people will be considered.
- f) Technical innovation programs for sustainability e.g. manufacturing, recycling projects renewable energy Best Available Technologies (BAT), rehabilitation or restoration of damaged ecosystems (bush encroachment, soil erosion, desertification, etc.), other environmentally friendly initiatives software development, artificial intelligence.
- g) Such other programs as the Commission may determine for purposes of the employment scheme.

#### **2. WHO IS CONSIDERED TO BE A DEVELOPMENT AGENCY?**

- a) Non-Governmental organisations (NGOs)
- b) Community-Based Organisations
- c) Traditional and Local Authorities
- d) Institutions representing employees or employers
- e) Cooperatives and Farmers' Unions
- f) Regional Councils and their respective development committees
- g) Conservancies, Youth Bodies, Community Forests
- h) Private sector
- i) Women's organisations
- j) Training institutions

Only institutions and organisations with demonstrated capacity to implement proposed employment scheme projects will be considered.

#### **3. FUNDING OF EMPLOYMENT SCHEME PROJECTS**

The DA must apply for funding from the SSC-DF by submitting a funding proposal with all required attachments. Once the project is approved, a specified percentage (10%) of the total project cost is expected to be pledged by the DA as own contribution in cash or in kind. This amount must be reflected on the proposed project budget. The SSC-DF will use its discretion to determine the amount to be given for the implementation of such projects.

#### **4. WHERE TO OBTAIN THE NECESSARY INFORMATION TO APPLY FOR FUNDING?**

For a copy of the application guidelines and forms, visit any Social Security Commission offices countrywide or download from [https://www.ssc.org.na/df/employment\\_scheme](https://www.ssc.org.na/df/employment_scheme)

Applications can also be submitted at any of Social Security Commission offices in a sealed envelope clearly marked "SSC-DF Employment Schemes" and addressed to:

The Manager: Development Fund  
Private Bag 13223, Windhoek, Namibia

## 5. WHICH DOCUMENTS MUST ACCOMPANY AN APPLICATION?

- a) A fully and legibly completed Form 5 (Application form for funding), obtainable from any Social Security Commission Offices countrywide.
- b) A comprehensive funding proposal (using the SSC-DF funding proposal template), including a detailed budget indicating funds requested and own contribution.
- c) Profile of the DA, comprehensive CV of its representatives and focal person.
- d) Donor or beneficiary references for previous projects successfully administered.
- e) Certificate of incorporation or registration documents of the institution applying
- f) Details about Directors / Trustees / Key Project Members of the applying institution
- g) Letter of support from Local, Regional or Traditional Authority
- h) Certificate of Good Standing with the Social Security Commission
- i) Certificate of Good Standing with Namibia Revenue Agency or exemption

**NOTE:** Any applications received after the deadline (as advertised) will not be considered. No applications submitted via email will be accepted. Failure to submit all requested documents will result in automatic disqualification.

**No submitted documents will be returned to applicants.**

### **FOR FURTHER INFORMATION CONTACT:**

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# APPLICATION GUIDELINES FOR EMPLOYMENT SCHEME

