



OFFICE OF THE PRIME MINISTER

MANAGEMENT CADRE VACANCY

DIRECTORATE: DISASTER RISK MANAGEMENT
DIVISION: SUPPORT SERVICES (FINANCE AND LOGISTIC)

Post Designation: Deputy Director Grade 4
1 Post: Windhoek
Salary Scale: N\$ 478 220 × P – N\$ 502 753
Housing Allowance: N\$ 68 188 per annum
Motor Vehicle Allowance: N\$ 102 701 per annum

Minimum Requirements: An appropriate 3 year B-degree (equivalent qualification in Logistics, Business Management and Finance) plus 9 years appropriate experience of which 3 years should be on middle management/ supervisory level).

Applicants with a Master's Degree qualification will receive preference.

Key Performance Areas:

- Knowledge of National Disaster Risk Management Frameworks
- Knowledge in financial management (Accrual and cash based accounting systems and accounting tools(pastel))
- Knowledge in disaster risk procurement, warehouse management, transport and auxiliary services
- Should be prepared to work under pressure and long hours

Main Duties:

- Ensure sound management of the National Emergency Disaster Fund.
- Develop and monitor the implementation of financial strategies, controls, policies and processes.
- Monitor and ensure compliance with relevant regulatory and statutory requirement
- Manage cash flow of the directorate and maintain the required banking facilities
- Coordinate the preparation and communication of monthly, quarterly and annual account reports, financial statement
- Prepare monthly management accounts
- Ensure the maintenance of an inventory of resources in different warehouses
- Ensure effective and efficient management of warehouses and stock according to SOPs and other approved guidelines; and ensure availability of minimum stock in warehouses

- Ensure implementation of performance management system
- Perform any other official duty assigned by the supervisor

COMPETENCY REQUIREMENTS

- Analytical and strategic management skills;
- Excellent writing skills;
- Research skills;
- Presentation skills;
- Coordination skills and Advanced computer skills

Candidate is limited to Namibian Citizen.

CLOSING DATE: 18 March 2022, TIME: 17h00

Applications (on form 156043) must be accompanied by a comprehensive CV and certified copies of Birth Certificate, ID and Educational Qualifications. Applications with foreign obtained qualification are encouraged to attach copies of the Evaluation of qualifications.

Applications must be addressed to the Executive Director, Office of the Prime Minister, Parliament Gardens, Private Bag 13338, Windhoek.

**Enquiries: Ms. Emma Shaambedimo
Ms. Hellen Likando**

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Telephone: 061 – 4351000**

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