MINISTRY OF FINANCE AND PUBLIC ENTERPRISES

VACANCIES

DIRECTORATE: ADMINISTRATION
DIVISION: FINANCIAL SERVICES, SECTION: SALARY

Post Designation:	Senior Accountant Grade 7
1x Post:	Windhoek
Salary Scale:	N$ 291 128 - N$ 347 926
Housing allowance:	N$ 17 424 per annum
Transport allowance:	N$10 512 per annum

Minimum Requirements:
An appropriate Diploma on NQF Level 6 majoring in Accounting and Finance plus 5 years proven appropriate experience in Financial Management at the level of an Accountant Grade 8.

Additional Requirements:

- Candidates with Bachelor Degree on NQF level 7 in Accounting and Finance are advantageous.

Duties and Responsibilities

- Verification of all salary related payments
- Verification of salary related implementations
- Verification of Tax reconciliation
- Verification of Financial Statement 31 by the Office of the Auditor General
- Verification of all salary over/under payments calculations
- handling any salary related enquiries
- verification of State money collected
- Remittance of State money collected
- Verification of Suspense Accounts
- Verification of Accounts Payables and DSA payments in the absence of the other Senior Accountant
- Supervision of the strong room
- Supervision of Accountants and Administrative Officer
- Implementation of the Performance Management System in the Section
- Performance of any other work-related matters assigned to the Senior Accountant by Supervisors

Enquiry: Mr. Kandiwapa Amwele, Tel: 061 209 2173

DIRECTORATE: ADMINISTRATION
DIVISION: SECURITY AND RISK MANAGEMENT

Post Designation	:	Senior Security Operations Officer Grade 7
1 X Post	**:**	Windhoek
Salary Scale	**:**	N$291 128 – 347 926
Housing Allowance	**:**	N$ 17 424 per annum
Transport Allowance	**:**	N$ 10 512 per annum

Minimum Requirement: National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 or equivalent qualification, plus six (6) years appropriate working experience in the Security environment of which three (3) years should be at the 2nd Entry / Supervisory level. Applicant should have a valid driver's licence not newer than three (3) years.

General requirements: An appointment in this job category, irrespective of the functional level, is subjected to vetting, and the applicant should have completed Police, Military, Correctional Service, or Security Management basic training.

Note: Confirmation of probation is subjected to the successful completion of the following training by Namibia Central Intelligence Service (NCIS):

- Basic Security Awareness training for the 1st entry post.
- Advanced Security Awareness training for the 2nd entry post to the 2nd promotion post.
- Skills in Emergency Evacuation Plan (EEP) and Health and Safety programs.

Additional Requirements:
Security Technician with CCTV Surveillance and Access Control Expertise, Auditing/investigation, Cyber Security and Risk Management experience will serve as an added advantage.

Duties and Responsibilities

- Ensure conducive working environment across the entire Ministry of Finance and Public Enterprises.
- Contribute to the overall security enhancement programs, enforce Security Protocols, and Collaborate with Security Law Enforcement Agencies to maintain a robust security posture.
- Organize, direct, coordinate, supervise and control the implementation and maintenance of physical security programs and plans for the Ministry's environments.
- Perform and supervise daily security operations to protect Ministry's personnel, assets and information.
- Develop and implement security policies, access control, and surveillance measures in alignment with the Ministry's established protocols.
- Create sound collaboration with security associated Law Enforcement Agencies to ensure good coordination and an effective security stance.
- Facilitate and/or conduct vetting, background checks, supervise, and carry out investigations for all security cases distressing the Ministry's environments.
- Provide security advice and assist the Chief Security Officer with CCTV System Management and ensure its functionality.
- Conduct threat/ Risk assessments and provide the Chief Security Operations Officer with expert advice and guiding support to enhance security and deploy mitigating factors.
- To organise, supervise and ensure the Ministry's contracted Security Service Providers are performing as per the Ministry's requirements.

Enquiry: Mr. Fillipus Shipulwa, Tel No. 061 – 209 2488

DIRECTORATE: ADMINISTRATION
DIVISION: GENERAL SERVICES; SUBDIVISION: AUXILIARY SERVICES (TRANSPORT)

Post Designation	:	Senior Administrative Officer Grade 10
1 X Post Designation	**:**	Windhoek
Salary Scale	**:**	N$ 159 505- 191 312
Housing Allowance	**:**	N$ 13 944 per annum
Transport Allowance	**:**	N$ 10 512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience, or Grade 12 Certificate (NQF Level 3) plus 3-years appropriate experience.

Additional Requirements: Preference will be given to candidates with experience in Transport/Fleet Management and Valid Driver's Licence will be an added advantage.

Duties and Responsibilities

- Supervision, training and guidance of staff members in the transport section (Administrative Officers and Drivers). Issuing of job descriptions to staff members in the transport section (Administrative Officers and Drivers).
- Ensure that all aspects of the Transport policy are adhered to.
- That the vehicles are issued according to prescribed instruction.
- Ensure that the transport policy is approved by management
- That the prescribed instructions are followed regarding the maintenance and repairs of vehicles.
- Compile monthly/quarterly transport reports
- Writing of submissions to Treasury, Accounting Officer, Auditor General and Government Attorney regarding vehicles involved in accidents;
- Writing reports on Transport;
- Updating of vehicle histories and making sure that all vehicle files are updated. (vehicle purchase, insurance and registration documents, service /repair, accident reports, log sheets and other relevant documents)
- That the monthly fuel statements are scrutinized monthly and any irregularities reported to the supervisor in writing.
- Planning and monitoring of all transport related issues.
- Attending a monthly Transport meeting offered by Government Garage
- Issuing of trip authorities, filling petrol receipts, repair invoices (to be recorded and log summary not later than the 1st of each month.
- That Blue Fuel Tags/Cards and car keys are handled correctly and are kept safely.
- Inspection of vehicles on a daily basis and report defects to the supervisor
- Ensuring that all vehicle licences disks are renewed.
- Ensuring that drivers have an up to date and proper licence
- Processing of job cards, Requesting and collecting quotations from suppliers for service and repair of vehicles.

- Booking of vehicles for service and repair.
- Controlling of vehicle service and maintenance and ensuring that the vehicles are repaired and serviced without delay.
- That all vehicle fleet of the Ministry is always clean and in a very good condition.
- That the transport office is always clean and that there is always a clerk in attendance.
- Ensure that Drivers are allocated a fair share of overtime to be worked.

DIRECTORATE: ADMINISTRATION
DIVISION: GENERAL SERVICES
DIRECTORATE: ADMINISTRATION
DIVISION: GENERAL SERVICES

Post Designation	:	Private Secretary Grade 9
1 X Post Designation	:	Windhoek
Salary Scale	**:**	N$195,216-N$ 234,144
Housing allowance	:	N$13,944 per annum
Transport allowance	:	N$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Office Administration or Office Management, Related Secretarial Field of Study plus three (3) years appropriate experience.

Key Performance Areas/ Job Description:

- Schedule meetings of the Director (Confidential)
- Manage the Director's appointments and always inform or remind the Executive Director on meetings and main concerns.
- Follow-up instructions given and be responsible of reminding the Director on the implementation of Official functions.
- Prepare materials / inputs required for Director's meetings (confidential).
- Arrange / order Office stationaries for Director's Office.
- Ensure that meeting facility and office is tidy at all times.
- Make appointments, reservation and travelling arrangements.
- Typing of manuscripts, the screening and channeling of telephone calls and visitors.
- Updating of diaries and other sources of reference.
- Performing of elementary secretarial work; the taking and relaying of messages.
- Taking down of minutes at meetings where so required.
- Serving of and arranging for provision of refreshments.
- Collecting/delivering of documents.
- Filing and safe keeping of all documents where so required.
- Performing of any duties which may be assigned.

Enquiry: Ailly Titus Tel: 061 2092517

DEPARTMENTAL: ECONOMIC POLICY, DIRECTORATE: TAX POLICY ADVISORY SERVICE, DIVISION: CUSTOMS AND EXCISE POLICY DESIGN, REGIONAL AND INTERNATIONAL STUDIES

Post Designation:	Chief Policy Analyst Grade 6
1x Post:	Windhoek
Salary Scale:	N$ 354 883 - N$424 119
Housing allowance:	N$ 17 424 per annum
Transport allowance:	N$10 512 per annum

Minimum Requirements:
A B-Degree in Economics or Accounting or equivalent qualification on NQF L 7, plus 5 years' proven appropriate experience in Economic Tax Policy.

Additional Requirements:
A Master Degree in Economics or Accounting and a valid Driver's Licence will be an added advantage.

Duties and Responsibilities:
- Establishing and maintaining effective stakeholder coordination mechanisms, information sharing platforms and analysis of and tax proposals and policies on international affairs,
- Assess and monitor policy cohesion in the administration continuum of tax policy and propose redress of any adverse developments or policy erosion over time to international best practices,
- Formulates, reviews and advocate the national policy on regional and international tax matters
- Assess the policy implications of international and regional tax treaties,
- Participate at regional and international tax forum,
- Provide policy and exchange information for tax purpose with relevant regional and international bodies in collaboration with tax administration,
- Conduct research on international tax affairs and gathers information necessary for the negotiation of tax treaties for strengthening tax compliance,
- Monitor the progress on Namibia's benefit from Double Taxation Agreement and participation in international arrangements on domestic tax matters,
- Develop and oversee monitoring system to manage treaty renewals or rectification that may arise as result of domestic legislative changes,
- Create and administer the national repository of all regional and internationally ratified tax treaties and conventions and facilitate the exchange of information for tax purposes, and
- The performance of any other function as may be assigned to the incumbent by the Supervisor.

DEPARTMENTAL: ECONOMIC POLICY, DIRECTORATE: TAX POLICY ADVISORY SERVICE, DIVISION: DOMESTIC TAX POLICY DESIGN

Post Designation	**:**	Chief Policy Analyst Grade 6
2X Post	**:**	Windhoek
Salary Scale	**:**	N$ 354 883 - N$424 119
Housing allowance	**:**	N$ 17 424 per annum
Transport allowance	**:**	N$10 512 per annum

Minimum Requirements:
A B-Degree in Economics or Accounting or equivalent qualification on NQF L 7, plus 5 years' proven appropriate experience in Economic Tax Policy.

Additional Requirements:
A Master Degree in Economics or Accounting and a valid Driver's Licence will be an added advantage.

Duties and Responsibilities:
- Performance of administrative duties in support of the department in implementing the department strategic objectives of quality and timeous tax, Customs and Excise,
- Formulation of Domestic tax policy and articulation of policy objectives of the national system,
- Undertaking broad-based stakeholder consultation on the intended tax policy proposals for public input and transparency and in line with the Budget calendar,
- Establishing and maintaining effective stakeholder coordination mechanisms, information sharing platforms and analysis of and tax proposal and policies,
- Assess and monitor policy cohesion in the administration continuum of tax policy and propose redress of any adverse developments or policy erosion over time,
- The performance of any other function as may be assigned to the incumbent by the Supervisor.

Enquiries: Ms. Anthea Beukes Tel: 061 209

DIRECTORATE: EXPENDITURE AND FINANCIAL MANAGEMENT, DIVISION: FINANCIAL DIRECTIVES, SECTION: FOREIGN TRANSFERS (BANK TRANSFER)

Post Designation: Senior Accountant Grade 7
1X Post: Windhoek
Salary Scale: N$ 291 128 - N$ 347 926
Housing allowance: N$ 17 424 per annum
Transport allowance: N$10 512 per annum

Minimum Requirements:
An appropriate bachelor's degree on NQF Level 7 majoring in Accounting or Financial Management plus four (4) years proven appropriate experience in Accounting or Finance.

Duties and Responsibilities

- Facilitate the processing of payments by means of bank transfer through the Bank of Namibia and commercial banks.
- Monitor all incoming bank transfer requests from Offices/Ministries/Agencies for payments to local suppliers for payments exceeding N$5 million.
- Monitor all incoming bank transfer requests from Offices/Ministries/Agencies for payments to foreign suppliers.
- Ensure that payment requests comply with the requirements such as appending relevant documentation (invoices, agreements, IFMS commitment register, IFMS bank transfer advice reports, etc.).
- Maintaining the filing system for incoming payment requests.
- Preparing reports for submission to cash flow committee meetings/management as required.
- Authorize local and foreign payments on the Bank of Namibia's payment portal within the set cut off times.
- Ensure that all payments submitted to the Bank of Namibia are registered.
- Ensure that proofs of payment from the Bank of Namibia are recorded and distributed to the respective Offices/Ministries/Agencies timely.
- Keep proper record of all correspondences to and from various institutions.
- Handling of enquiries from the Bank of Namibia and Offices/Ministries/Agencies.
- Implementation of the Performance Management System.
- Perform any other duties as assigned by the Supervisor.

Enquiries: Mr. Lysias Kafidi Tel: 061 209 2627

DIRECTORATE: ASSET, CASH AND DEBT MANAGEMENT, DIVISION: CASH AND DEBT MANAGEMENT, SUBDIVISION: FOREIGN DEBT

Post Designation: Senior Accountant Grade 7
1X Post: Windhoek
Salary Scale: N$ 291 128 - N$ 347 926
Housing allowance: N$ 17 424 per annum
Transport allowance: N$10 512 per annum
Minimum Requirements:
An appropriate Diploma on NQF Level 6 majoring in Accounting and Finance plus 5 years proven appropriate experience in Financial Management at the level of an Accountant Grade 8.

Additional Requirements:

- Candidates with Bachelor Degree on NQF level 7 in Accounting and Finance are advantageous.
- Candidates with Bachelor Degree on NQF level 7 in Accounting, Finance, Administration, and Economics will be advantageous.
- Candidate with related experience in debt management or Financial Market will be advantageous
- Valid Driving Licence will be an added advantage.

Main Duties and Responsibilities

- Assist in the Formulation and implementation of overall policies, strategies and procedures related to Foreign Debt Management;
- Propose practical remedies to potential cash flow problems due to foreign debt;
- Assist to maintain the records of all existing and new Government foreign loan contracts on CS – DRMS/Meridian system.
- Record and update foreign exchange rates on the CS–DRMS/Meridian.
- Keep a full up-to-date foreign debt database as might be required by the Deputy Director from time to time, including new loan disbursements, interest, commitment fees, capital and costs on daily basis as received from creditors; *(by use of MS Excel).*
- Compare loan repayment invoices with the previous statements received from creditors, repayment schedule and CS–DRMS/Meridian before organising repayments requests.
- Establish and keep updating a foreign debt repayment schedule as guideline and reminder for timely loan repayments, including on-lending loans etc. *(by use of MS–Excel);*
- Reconcile actual transactions with the GL and make corrections for monthly and each end of fiscal year reports;
- Analyse Financial Institutions hedging/ swaps or restructuring proposals for Government external debt and advise the Deputy Director before negotiations thereof;
- Assist with the calculation of interest paid and outstanding for updating the Directorates of Budget Management and EPAS in the Ministry of Finance and Public Enterprises for the purpose of the main and additional budget, MTEF and the macro economic framework preparation;
- Prepare a quarterly report on external debt statistics (volumes) for the Deputy Director and as required by various Divisions/ Ministries/ agents with consultation of the Unit Supervisor and or the Deputy Director;
- Compile foreign debt principal repayment projections as might be required by the Permanent Secretary of Finance;
- Compile annual statement for Auditor General on foreign debt and balance such with the final GL for financial year;
- Prepare presentations and briefing papers as requested by the Deputy Director for submission to Deputy Executive Director and Executive Director; and
- Required to carry out any other task delegated to him/ her.

Enquiry: Mr. Marten Ashikoto, Tel: 061 209 2172

DEPARTMENT PUBLIC ENTERPRISES: DIRECTORATE: LEGAL ADVICE

Post Designation	:	Policy Analyst Grade 7
1 X Post	:	Windhoek
Salary Scale	:	N$291 128 – 347 926
Housing Allowance	:	N$ 17 424 per annum
Transport Allowance	:	N$ 10 512 per annum

Minimum Requirements : An appropriate Degree on NQF L7 plus 3 years' appropriate experience.

Main Responsibilities:

- To Critically analyses laws and existing policy frameworks relating to Public Enterprises and recommend appropriate interventions.
- Request and handle information and data of confidential nature and analyses, review and disseminate information.
- Conduct legal and policy related research in a congested time.
- Prepare timely advisory opinions and comprehensive reports.
- Maintain Public Enterprises information database and law library.

Competencies

- Knowledge of the Public Enterprises Governance Act 2019 (Act No.1of 2019).
- Knowledge of the Public Enterprises Governance Act, Act 2 of 2006 as (amended).
- Good Presentation and Negotiation skills.
- Research and analytical skills.
- Excellent Interpersonal skills.

Enquiries: Ms. Louise Shixwameni; Tel: 061 202 3602 Geralnice Husselmann; Tel: 061 2023610

DEPARTMENT: PROCUREMENT POLICY UNIT
DIRECTORATE: LEGAL SUPPORT AND COMPLIANCE

Post Designation:	Private Secretary Grade 9
1XPost:	Windhoek
Salary Scale:	N$195,216-N$ 234,144
Housing allowance:	N$13,944 per annum
Transport allowance:	N$10,512 per annum

Minimum Requirements:
An appropriate National Diploma or equivalent qualification on NQF Level 6, plus 3 years' appropriate experience.

Supplementary Requirements: Candidates' experience must be linked to Administration and Office Management. Must have proven experience in MS Office, exceptional organization, planning and dairy management skills and excellent Computer Literate.

Key Performance Area:

- Managing Office of the Director on daily basis.
- Follow up on action items for Director, schedule and coordinate appointments
- Draft letters, emails, and capture important documents for the Director
- Screening and channeling of telephone calls and visitors.
- Updating of dairy for the Director and other sources of reference.
- Making appointments, reservations and travelling arrangement.
- Performing of elementary administration work.
- Taking and relaying messages.
- Filing, safekeeping, scanning and handling incoming and outgoing correspondence.
- Performing of any other duties assigned from time to time by the Director.
- The incumbent will at all times familiarize him/her with the rules, regulations, policies and relevant Acts that has bearing on his/her operation and specifically on his/her duties. This will include liaising with departments/directorates within the Ministry and other Offices, Ministries and Agencies.

NB: CANDIDATE WILL BE SUBJECTED TO A SECURITY CLEARANCE PROCESS

Enquiries: Mr. Phineas M Nsundano Tel: 061 209 9413

CLOSING DATE: 9 DECEMBER 2024

IN TERMS OF THE AFFIRMATIVE ACTION PLAN OF THE MINISTRY OF FINANCE AND PUBLIC ENTERPRISES, QUALIFYING FEMALES AND PERSONS WITH DISABILITIES WHO MEET THE PRESCRIBED ADVERTISEMENT REQUIREMENTS ARE ENCOURAGED TO APPLY.

Application forms **156043** (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).

Applications must be addresses to "**The Executive Director, Ministry of Finance and Public Enterprises, Private Bag 13295, Windhoek /or hand delivered at Ground Floor, East Wing Fiscus Building. Please Note: Only short-listed candidates will be notified, and no documents will be returned.**

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EXECUTIVE DIRECTOR