

MANAGEMENT CADRE

MINISTRY OF FINANCE

DIRECTORATE: BUDGET MANAGEMENT AND CONTROL

Post Designation	:	Director Grade 3
1x Post	:	Windhoek
Salary Scale	:	N\$554,603.00 – N\$588,548
Housing Benefits	:	N\$131,280 per annum
Motor Vehicle Allowance	:	N\$123,633 per annum (Capital and Running costs) per annum,

Minimum Requirements: A B-Degree in Finance and/or Accounting and/or Economics, plus at least 9 years working experience in a financial environment.

Additional Requirements

Candidate must have: -

- at least 5 years supervisory/ managerial experience in a financial environment.
- practical experience and knowledge of public sector budgeting and financial management.
- knowledge of the Microsoft Excel and/or related budget systems.

Purpose of The Position: The main purpose of this position is to ensure the preparation, formulation and the execution of the national budget in accordance with the relevant laws and regulations, as well as to oversee the efficient payment of the government.

Key Performance Areas:

- Formulation of budget policies, guidelines and procedures;
- Appraise requests for funding;
- Coordinate the preparation and timely formulation of the annual government budget and medium term expenditure framework (MTEF);
- Monitor the execution of the budget on regular basis;
- Maintain a sound and reliable budget management, control and payments systems (modules/ templates) and ensure enhancement to optimal standards;
- Assess the O/M/A's financial, budgetary and related requests for Treasury consideration;
- Manage the Directorate's resources and activities and ensure optimal capacity within the Directorate;
- Formulate the Directorate's strategic and annual plans;
- Perform any such tasks as may be assigned and/or delegated.

NB: Candidates will be subjected to Security Clearance Process/Vetting

DIRECTORATE: BUDGET MANAGEMENT AND CONTROL: DIVISION: BUDGET MANAGEMENT

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$517,195.00 – N\$543,728
Housing Benefits	:	N\$121,560.00 per annum

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

Motor Vehicle Allowance : N\$110,917 (Capita and Running costs) per annum

Minimum Requirements: A B-Degree in Finance and/or Accounting and/or Economics, plus at least 9 years working appropriate experience in a financial environment of which five (5) years should be at Overhead supervisor /Grade 6 or equivalent level.

Key Performance Areas:

- Advisor to the Director on all sectors of Budget Formulation and Execution issues and prepare briefings on developments of the Budget execution and draft possible policy interventions for consideration by the Director.
- Technical Advisory to the allocated sector budgeting development and provide proper advice.
- Overall supervision, coordination and monitoring of all activities of the Sub-Division of allocated sector
- Coordinate the analysis, evaluation and discussion of the Budget Proposals with O/M/As from the allocated sector.
- Carryout staff capacity assessment and identify training needs in the Division to improve the performance of staff members.
- Oversee the formulation of budget books for presentation in Parliament.
- Ensure department managers meet budget submission deadlines.
- Participate in all Technical and Ministerial Budget Hearings for Mid-term National Budget Review and Annual National Budget for the allocated Sector.
- Perform any other activities as assigned by the Director and other senior officials.
- Monitor, regularly, the budget execution of the allocated sector and advise the Director accordingly for the allocated sector and advise the Director.
- Participate in all Technical and Ministerial Budget Hearings for Mid-term National Budget.
- Review and Annual National Budget for allocated O/M/As.

NB: CANDIDATES WILL BE SUBJECTED TO SECURITY CLEARANCE PROCESS/VETTING

Enquiries: Ms. Taina Nankela Deputy Executive Director: Treasury/State Account Tel No. 061 – 209 2908 E-mail: Taina.Nankele@mfpe.gov.na

DEPARTMENT: ECONOMIC POLICY, DIRECTORATE: ECONOMIC POLICY ADVISORY SERVICES, DIVISION: MACROECONOMIC ANALYSIS AND PROJECTIONS

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$517,195 – N\$543,728
Housing Benefits	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 (Capital and Running costs) per annum

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF L7 with one or more of the following major subjects: Economics, Econometrics, Development Economics and Regional Economic Integration; plus, nine (9) years appropriate experience in economic policy analysis and forecasting, with five (5) years at supervisory level (Grade 6) or equivalent level of experience with a focus in Economics policy analysis and modelling. A valid Driver's License.

Required Skills and Competencies:

- Ability to direct the work of Economists in conducting analyse and modelling of the economy.
- Strong organizational skills, high performance culture, effectiveness and communication skills with experience at supervisory level.
- Good knowledge and experience in economic policy analysis.

Duties and Responsibilities:

- Manage activities of the Division Macroeconomic Analysis and Projections by scheduling work assignments, setting priorities and directing the work of Chief Economist, Senior Economists and Economists.
- Supervise and evaluates performance of Economists through quarterly review report of completed activities as agreed in the performance agreements.
- Identifies staff development and training needs, ensures that staff in the Division are capacitated appropriately to perform their duties.
- Directs the research, compilation, analyses, economic projections and preparation of data for policy briefs and macroeconomic framework for the Fiscal Strategy and Medium Term Expenditure Framework (MTEF).
- Organise the production and timely distribution of the highlights of the National Budget.
- Manage the production and timely distribution of the Citizen guide to the Budget.
- Lead the production and timely distribution of Quarterly Economic Update reports.
- Coordinate the production and distribution of ad hoc reports and articles on contemporary economic issues.
- Manage the production and timely submission of Namibia's annual SADC Macroeconomic Convergence report.
- Organise the collation and timely submission of data and information that is required by the international credit rating agencies and surveillance missions.
- Coordinate the production and timely submission of National Climate Change Strategy & Action Plan quarterly matrices.
- Lead the production and timely submission of the Global Competitiveness Quarterly reports of the world Economic Forum (WEF).
- Chair the inter-agency Macroeconomic Working Group responsible for macroeconomic projections and analysis and ensure of appropriate presentation in the group.

NB: CANDIDATES WILL BE SUBJECTED TO SECURITY CLEARANCE PROCESS/VETTING

NB: In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.

Application Procedures:

- Applicants must be Namibian Citizens.
- 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 fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.

- Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).
- Only short-listed candidates will be notified, and no documents will be returned.
- Applications must be addressed to:

**The Executive Director
Ministry of Finance
Private Bag 13295
Windhoek**

Or hand delivered at:

Ground Floor East Wing Fiscus Building.

Enquiries: Mr. Festus Nghifenwa Director of Economic Policy Advisory Services Tel no. 061 – 209 2131 E-mail: Festus.Nghifenwa@mfpe.gov.na
