

MINISTRY OF FINANCE

DIRECTORATE: BUDGET MANAGEMENT AND CONTROL: DIVISION: BUDGET CONTROL AND PAYMENT SERVICES

Post Designation	:	Economist Grade 8
2x Posts	:	Windhoek
Salary Scale	:	N\$238,825– N\$285 420
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A Bachelor Degree in Economics or Commerce at NQF L7 with the following subjects;

- Economics I and II,
- Econometrics I and II,
- Economic Statistics I and II and
- Microeconomics and Macroeconomics I and II

Duties and Responsibilities:

- Assist the Deputy Director, Budget Management with establishment of the database on all SOE and Extra budgetary in accordance with the Government Finance Statistics, GFSM2014.
- Modalities/approach of the main Budget and mid- term review, the Mid-term National Budget Review Bill, for tabling in National Assembly.
- Running of National Budget Scenarios for the formulation of the National Budget and Mid Term National Budget Review.
- Assist in the compilation of the Medium Term Expenditure Framework and detailed estimates of revenue, income and expenditure framework and detailed estimates of revenue, income and expenditure for presentations to Parliament;
- Conduct Research on Budget Reforms in line with International Standards, best practices;
- Serving as a desk Officer for Ministries, Offices and Agencies (OMAs).
- Participate in both Main budget and Mid- year Budget Review and prepare draft budget Circular, calendar and memos as may be required.
- Train OMAs with regards to budget guidelines and procedures;
- Management of contingency provision in terms of payment process as well as reconciliation thereof;
- The Successful candidate will be assigned to Division: Budget Management.

Additional Requirements:

- Computer Literate (special attention to Microsoft word & Excel, Power Point and Access)
- A Driving Licence will be an added advantage.
- Good Analytical Skills

Enquiries: Mr. Ananias Abner Tel No. 061 209 2912 Email: Ananias.Abner@mfpe.gov.na

DIRECTORATE: BUDGET MANAGEMENT AND CONTROL: DIVISION: BUDGET CONTROL AND PAYMENT SERVICES; SUBDIVISION: BUDGET CONTROL

Post Designation : Chief Accountant Grade 6

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

1x Post	:	Windhoek
Salary Scale	:	N\$354,883.00 – N\$424,119 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma in Accounting or Finance at NQF L 6, plus six (6) years appropriate experience in finance, candidate should be at the level of Senior Accountant Grade 7 for three (3) years.

Key Performance Areas:

- Receive and respond to Treasury Authorisations from all OMAS.
- Prepare all Treasury approvals from funds requests, write offs, acceptance of donations, virements, recovery of debt and losses, authorisations for payment outstanding invoices from prior years, waiver of claims, request for deviations in contract.
- Loaded budget and revenue appropriate as well as any reallocations throughout the year.
- Ensure that the GRN collects all due amount.
- Responsible for supervising all Senior Accountants.

Enquiries: Ms. Secilia Hisikia Tel: 061 2092924 Email: Secilia.Hiskia@mfpe.gov.na

DEPARTMENT: ECONOMIC POLICY UNIT, DIRECTORATE: ECONOMIC POLICY ADVISORY SERVICES, DIVISION: FINANCIAL EDUCATION AND CONSUMER PROTECTION

Post Designation	:	Senior Economist Grade 7
2x Posts	:	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 B. Degree or equivalent qualification on NQF L7 with one or more of the following major subjects: Economics, Business Economics, Accountancy, Cost Accounting Financial Management, Banking and Finance or Development Finance; plus, three (3) years appropriate or relevant experience at level (Grade 8) or equivalent level of experience with a focus in Economics, plus a valid Driver's License.

Required Skills and Competencies:

- Ability to develop and implement the Annual Training Plan of the Division (not for the staff but the beneficiaries).
- Ability to represent the Division on policy, regulatory and legal level whenever financial inclusion (Financial Education and Consumer Protection) is part of the agenda or affected.
- Strong organizational effectiveness and communication skills.
- Good knowledge and experience in Economics.

Duties and Responsibilities:

- Offering training and educational interventions at workshops, conferences, trainings, Training of Trainers,
- Liaise with relevant stakeholders.
- Monitoring & Evaluation of those activities,

- Organising trainings, workshops, conferences, public talks, wellness programs including all logistics,
 - Coordinating trainers and service providers needed for the training,
 - Working with the Media Officer with regards to marketing,
 - Sourcing participants to train,
 - Working with the monitoring and evaluation officer to conduct impact assessments and other research related projects,
 - Stakeholder management and buy-in,
 - Advising the team on training initiatives,
 - Support or drive the development of training materials and content,
 - Reporting and where necessary and capacity allows offer training, and will be required to travel country wide.
 - Reporting to the relevant bodies, including within the Ministry of Finance
 - Representing the Division at relevant bodies,
 - Benchmarking the Division with international similar units for improvement or mutual collaboration,
 - Advise on and contribute to the development of new policies, regulations and laws,
 - Where requested drive the development of new policies, regulations and laws,
 - Advising the team,
 - Other administrative matters as might be required,
 - Advising the Deputy Director on Financial Inclusion matters.
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**DEPARTMENT: ECONOMIC POLICY UNIT, DIRECTORATE: ECONOMIC POLICY
ADVISORY SERVICES,
DIVISION: FINANCIAL EDUCATION AND CONSUMER PROTECTION**

Post Designation	:	Economist Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF L7 with one or more of the following major subjects: Economics, Business Economics, Accountancy or Cost Accounting, Financial Management, Banking and Finance or Development Finance.

Additional Requirements:

- Possession of a valid Driver's License will be an added advantage.
- Candidates with one (1) year experience are advantageous.

Duties and Responsibilities:

- Organising trainings, workshops, conferences, public talks, wellness program, including all logistics,
- Facilitation and presentation of workshop/training;
- Coordination of trainers and service providers needed for the training;
- Coordination and mobilisation of participants in the trainings;
- Working with the media subdivision to develop marketing materials for trainings;
- Working with the monitoring and evaluation officers to conduct impacts and other research related projects;
- Other administrative matters as might be required by the Supervisor.

- Advising the Senior Economist on Training and Coordination matters.

Enquiries: Mr. Josef Ihemba Deputy Director of Financial Education and Consumer Protection Tel no. 061 – 209 2295 E-mail: Josef.Ihemba@mfpe.gov.na

DIRECTORATE: ADMINISTRATION, DIVISION: GENERAL SERVICES

Post Designation	:	Private Secretary Grade 9
1x Post	:	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 L6 in Office Administration or Office Management, related Secretarial field of study plus three (3) years appropriate experience.

Duties and Responsibilities:

- Coordinate and managing the calendar of the Director.
- Coordinate appointment and Follow up on action schedule.
- Draft letters, emails and capture important documents electronically.
- Maintain incoming, outgoing calls, organize the Office.
- File all correspondences in a hard/soft copies and management of records.
- Ensure reservations for meetings and trips are made and update contact list.

Enquiries: Mr. Festus Nghifwenwa Director of Economic Policy Advisory Services Tel no. 061 – 209 2908 E-mail: Festus.Nghifwenwa@mfpe.gov.na

DIVISION: INFORMATION TECHNOLOGY

Post Designation	:	Chief Analyst Programmer 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 Degree or higher qualification in software engineering/computer science/business computing or any equivalent qualification at NQF level 7 or higher, plus at least 5 appropriate years of experience. Be proficient in databases, programming and modelling languages. Oracle PL/SQL skills, knowledge in Java programming would be an advantage.

Job Description:

- Technical lead in analysing, assessing and modifying existing or develop new business systems based on the needs of the business units.
- Research and collaborate with stakeholders to identify end-user requirements and specifications, and conceptualising and development of new software programs and systems.
- Producing efficient and elegant code based on requirements.
- Testing and deploying programs and applications
- Troubleshooting, debugging, maintaining and improving existing applications.

- Compiling and assessing user feedback to improve software performance.
- Maintenance of Oracle custom designed applications and others.
- Extraction of data and development of reports for end users.
- Manage supplies of software versions and licenses and, planning for software acquisitions.
- Write programming scripts to enhance functionality and/or performance of applications as necessary.
- Develop and maintain systems user manuals and guidelines.
- Developing quality assurance procedures.
- Ensure systems are interoperable.
- Working closely with other developers, UX designers, business and systems analysts.
- Train end users to operate new or modified programs and systems.
- Develop and maintain the Ministry's website and the intranet.
- Develop and test technical documentation of systems.
- Provide technical lead in support and maintenance of systems.
- Performance management of subordinates.

Enquiries: Mr. Darrell Muyendekwa Tel: 061 209 2533 or Human Resources Office Tell No: 061 -2092632.

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

Post Designation	:	Chief Policy Analyst Grade 6 (Re-advertisement)
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: LLB Degree (equivalent to NQF level 7) obtained in a legal environment including a minimum of five (5) years 'relevant experience in Commercial law, Taxation law, Contract law, and Constitutional law.

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 proposes redress of any adverse developments or policy erosion over time interrelated to international best practices;
- Formulates, reviews and advocate the national tax policies on regional and international tax matters;
- Assess the policy implications of international and regional tax treaties;
- Participate at regional and international tax forums;
- Provide policy and exchange of information for tax purpose with relevant regional and international bodies in collaboration with the 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 monitoring the tax system to manage treaty renewals or rectification that may arise because 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
- Performing any work-related function as may be assigned to the incumbent by the Supervisor.

Enquiries: Ms. Anita Beukes Director: Tax Policy Unit Tel: 061 209 2445 Email: Anita.Beukes@mfpe.gov.ng

**DEPARTMENT: PROCUREMENT POLICY UNIT
SUBDIVISION: ADMINISTRATION SERVICES**

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 - N\$285,420
Salary Notch	:	N\$238,825
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma or equivalent qualification at (NQF Level 6) plus three (3) years appropriate working experience in procurement.

Additional Requirement: Good knowledge and understanding of the Public Procurement Act, 2015, Electronic Government Procurement (E-GP) and traceable working experience in the field of public procurement. A qualification in procurement will be an added advantage.

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

Key Performance Areas:

The incumbent, under the overall guidance and supervision of the Control Administrative Officer Grade 6 will carry out the following tasks:

- Receive and record the internal organisational structures amendment request from public entities.
- Verify whether the amendment request letters are dully signed by authorised officers and the correctness of the excel sheet in compliance with instruction note and other requirements.
- Seek clarity from the head of PMUs and Accounting Officers in respect of the internal organisational structures amendment request.
- Do follow up and advise on the correct format of the submissions.
- Ensure correct capturing of data of internal organisational structures on the database and registry.
- Administer the e-GP system.
- Arrange transport and internal requisitions for stationery for the department in consultation with the supervisor.
- Assist with the Development and implementation of the Annual Plan.
- Maintain proper record keeping for all internal structures.
- Ensure safe keeping of all office keys and safety of the equipment.
- Supervise cleaners and maintain of hygiene in the building

- Assist with conducting training on the public procurement act.
- Ensure replenishing of stationery and refreshments.
- Ensure that assets are properly kept and maintained.
- Implement the Performance Management System by developing, signing, reviewing and appraising staff Performance Agreements
- Perform any other activities as assigned by the supervisor.

Additional Skills:

- Excellent communication skills, both written and oral.
- Excellent interpersonal skills
- Presentation skills
- Initiative
- Microsoft excel and PowerPoint and attention to detail

Enquiries: Dr. Jafet Nelongo Tel: +264 61 209 9413 or Human Resources Office Tel No: 061 -2092632.

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 addresses to:

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

Or hand delivered at:

Ground Floor East Wing Fiscus Building

Enquiries: Dr. Jafet Nelongo Tel: +264 61 209 9413 or Human Resources Office Tel No: 061 -2092632.
