

MANAGEMENT CADRE

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DIRECTORATE OF ADMINISTRATION, FINANCE AND HUMAN RESOURCE DIVISION: FINANCE

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$517,195 – N\$ 543,728
Motor Vehicle Allowance	:	N\$110,917 per annum
Capital Cost	:	N\$83,106 per annum
Running Cost	:	N\$27,811 per annum
Housing Allowance	:	N\$121,560 per annum

Advertisement Requirements: An appropriate B-degree on NQF Level 7 in the following field of studies: Accounting, Finance or Commerce plus nine (9) years of appropriate experience.

Additional Requirements:

- Sound knowledge of State Finance Act, Treasury Instructions, Public Service Staff Rules and Regulations, Labour Act;
- Experience in budget preparation and ability to work under pressure and manage diversity
- Good Communication (written and verbal) skills.
- Candidate should have extensive knowledge and experience of Revenue, Accounts Payable, DSA, Payroll, Tax reconciliation, General Ledger and Government Accounting System.
- Candidate should have strong leadership, financial acumen, and a commitment to compliance and transparency to ensure the Ministry's financial sustainability and operational efficiency.

Key Duties and Responsibilities:

Provide overall leadership and direction on financial planning, control management and the implementation of the budget by the Ministry and other stakeholders, and serve as the Financial Advisor to the Accounting Officer and the entire Ministry. The specific duties and responsibilities in this regard include:

- Provides overall leadership in financial planning, control, and budget implementation within the Ministry and serves as the Financial Advisor to the Executive Director/Accounting Officer and Management on all financial matters.
- Monitor expenditure in line with appropriated funds and Treasury Instructions.
- Prepare and submit consolidated financial statements and budgets (recurrent and development).
- Prepare virement submissions for internal and external approval.
- Compile quarterly reports on budget execution for the Accounting Officer.
- Oversee the preparation and timely submission of financial statements for auditing by the Office of the Auditor-General (OAG).

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- Address audit findings and recommendations in consultation with the Executive Director.
- Develop strategic and annual plans for the Division, ensuring alignment with the Ministry's objectives.
- Lead and direct the implementation of financial strategies and policies.
- Ensuring effective and pro-active budget and financial planning and management of the Ministry;
- Determining staffing needs and priorities of his/her Division;
- On request or on own initiative, render advisory or liaison service to staff of the Ministry on Finance related matters;

Inquiries: Ms. Alma Tsuses Tel. 081 9528493, OR HR - Ms. Inotila E. Ampueja: Tell: 081 9528479.

Applicants should note the following:

- Applicants must be Namibian citizens.
- Candidates with foreign obtained qualifications must attach evaluation from NQA.
- Public Servants must attach copies of confirmation of probation in their current positions.
- Non-public servants must attach proof of their employment history (testimonials) via their respective HR offices.
- **All copies MUST be certified.**
- Failure to complete all items on the application form for employment and not attaching the required documents will disqualify the applicant.
- Personal documents will not be returned and only shortlisted candidates will be contacted.

Applications (Form 156043 obtainable at all Government Offices), together with a comprehensive curriculum vitae and certified copies of educational qualifications and testimonials must be addressed to:

Address:

**The Executive Director,
Ministry of Environment, Forestry and Tourism
Private Bag 13306
Windhoek**

**Or hand delivered at Ministry of Environment, Forestry and Tourism, Troskie Building,
Corner of Robert Mugabe and Dr. Kenneth Kaunda Street, Windhoek.**

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MINISTRY OF INTERNATIONAL RELATIONS AND TRADE

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