



ARANDIS TOWN COUNCIL

EXTENAL VACANCY NOTICE

Arandis Town Council is hereby inviting suitably qualified candidates to apply for the position of **Manager-Financial Services**

Job Title	: Manager -Financial Services (D3)
Salary Notch	: N\$303 965 – N\$316 246
Department	: Financial Services
Duty Station	: ARANDIS

Primary purpose: To plan, direct, control and administer the financial affairs of the Council in such a way as to attain overall financial objectives and to ensure long-term financial health.

Minimum Requirements:

1. Grade 12 Certificate
2. A B-Degree in Accounting or Finance plus 6 years appropriate experience, of which 3 years should have been in a supervisory capacity.
3. Experience in local government will be an added advantage.
4. In-depth exposure to the principles of IPSAS/GAAP & Computer literacy.
5. Vast knowledge of ERP systems (Knowledge of FINSTEL, MUNSOFT, CaseWare, Sebata, E-Venus & VIP System will be an added advantage).
6. Valid Code 08 Driver's Licence.

Key Performance Areas

1. Financial Management, Internal Controls
2. Financial Accounting & Budgeting
3. Administrative Duties, Corporate Governance and
4. Asset Management

Remuneration Package Includes

1. Pension Fund
2. 20% Housing Allowance (Housing Subsidy 40%)
3. Motor Vehicle Allowance
4. Service Bonus (13th cheque)
5. Medical Aid Scheme & Cell Phone Allowance

Important Notice to Applicants:

- ✚ Only candidates who meet the above requirements should apply.
- ✚ Signed Cover Letter, Comprehensive CV,
- ✚ Certified copies of ID, certified copies relevant qualifications (foreign qualifications must be evaluated by NQA),
- ✚ Proof of experience, testimonials, reference letters etc.
- ✚ Certified documentation must not be older than six (6) months at the time of application.
- ✚ All documents must be certified copies. Submission of original or uncertified documents will NOT be accepted.
- ✚ Incomplete applications will not be considered.
- ✚ Applications must be submitted **ONLY VIA THE OFFICIAL RECRUITMENT PORTAL.**
- ✚ No email or fax submissions will be accepted.

Please confirm the following before submission:

- ✓ Valid Driver's Licence & Certified copy of Namibian Identity Document (ID)
- ✓ Grade 12 Certificate
- ✓ Relevant Qualifications
- ✓ NQA Evaluation Certificate (for foreign qualifications, where applicable)
- ✓ Comprehensive Curriculum Vitae (CV) and Signed Cover Letter
- ✓ Proof of Industrial/Work Experience (supported by certified documents, e.g. reference letters/testimonials)

Application Submission

Applications must be submitted on the website portal (<http://www.jobopportunities.net>) and for assistance on the portal please contact the Tara Nawa Team on **(0)64 402 403 or 081 229 4611.**

Closing Date: Thursday, 16 July 2026 @ 16H00


Stanley Norris (Mr)

CHIEF EXECUTIVE OFFICER

