

MANAGEMENT CADRE

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

DEPARTMENT: NAMIBIA STUDENTS FINANCIAL ASSISTANCE FUND (NSFAF)
DIRECTORATE: FINANCE, INFORMATION TECHNOLOGY AND RECORDS MANAGEMENT
DIVISION: FINANCE AND RECORDS MANAGEMENT

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Scale of Salary	:	N\$543,005 –N\$ 570,914
Motor Vehicle Allowance		
Capital Cost	:	N\$ 83, 106.00 per annum
Running Cost	:	N\$ 27, 811.00 per annum
Total Cost	:	N\$110, 917.00 per annum
Housing Allowance	:	N\$121,560 per annum

Minimum Requirements: A B-degree at NQF Level 7 plus (9) years appropriate experience.

Supplementary Selection Requirements:

- A Bachelor's Degree in Finance or equivalent qualification at NQF level 7 plus nine (9) years appropriate experience in Finance and Administration, specifically in financial management, budgeting, financial reporting, procurement and supply chain management, accounting, records management, asset and fleet management, policy implementation, risk management, and compliance monitoring of which five (5) years must have been served at the senior supervisor level (i.e Chief Accountant Grade 6 or equivalent level).
- Completion of a practical training programme in fulfilment of the requirements of a recognised professional accounting body (i.e., articles).
- Experience in managing an external audit process.
- Experience in a student funding and student debt recovery environment will be an added advantage.

Main duties:

- Manage and coordinate Finance and Administration functions in compliance with Public Service policies, legislation, Treasury Instructions, and other applicable regulatory frameworks.
- Develop, implement, and monitor financial and operational plans.
- Coordinate the preparation, implementation, control, and monitoring of operational and capital budgets, including expenditure management and financial reporting.
- Ensure effective financial management, accounting, and revenue administration.
- Manage and monitor financial and administrative policies, procedures, systems, internal controls, and risk management measures.
- Manage procurement and supply chain management processes to ensure transparency, accountability, cost-effectiveness, and compliance with procurement regulations and policies.

- Oversee the management of assets, fleet, facilities, logistics, inventory, insurance, and general administrative support services.
- Ensure proper records and archives management in compliance with the Archives Act and other relevant legislation, including electronic records management systems.
- Coordinate and oversee the preparation of annual financial statements, management reports, audit requirements, and statutory reports.
- Monitor and evaluate financial and administrative systems, procedures, and operational performance, and implement corrective measures where necessary.
- Provide strategic financial and administrative advice and technical support to Executive Management and relevant stakeholders.
- Ensure the effective implementation and monitoring of service delivery standards, operational controls, and continuous improvement initiatives.
- Manage and supervise subordinate staff, including performance management, coaching, training, employee development, and succession planning.
- Facilitate stakeholder engagement, meetings, workshops, and consultations relating to financial, procurement, administrative, and operational matters.
- Promote sound governance, accountability, ethical conduct, and efficient utilisation of resources in support of organisational objectives and service delivery.
- Ensure the effective clearance of auditor (internal & external) findings.

Enquiries: Ms. Lissony Karipata Tel: 061 – 434 6051/6007/6046

Applications must be addressed to:

Department NSFAF
Division: Human Resources
P o Box 23053
Windhoek, Namibia

OR

Hand delivered to:

NSFAF Head Office
746 Eros Road (Eros)
Reception (Ground Floor)
