



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE

DEPARTMENT STATE ACCOUNTS MANAGEMENT CADRE

Post Designation	:	Deputy Permanent Secretary Grade 2
Number of Post	:	One (1) Post
Duty Station	:	Windhoek
Salary Scale	:	N\$ 555 080 X P – N\$ 589 055
Allowances	:	Housing Allowance N\$ 97 282 per annum
	:	Motor Vehicle Allowances N\$ 138 288 per annum

Minimum Requirements:

- Professional qualification in (Chartered Accounting) or a Master's degree in Economics, Finance and/or Accounting with at least 9 years appropriate experience.
- The candidate should have 5 years' experience on supervisory/middle management level

JOB DESCRIPTION

1. To administer the State Finance Act and Treasury Instructions;
2. Formulate Financial Directives to O/M/A's to ensure compliance and adherence to the State Finance Act;
3. Manage State Assets and Liabilities;
4. Oversee the formulation of National Budget;
5. Ensure sound fiscal management on expenditure planning, control and reporting;
6. Liaise with Central Procurement Board on issues related to payments of awarded tenders and adherence to the State Finance Act;
7. Provide oversight to all Directorates of the State Accounts Department;
8. Any other duties as assigned by the Minister or Permanent Secretary of the Ministry of Finance.

Enquiries: The Permanent Secretary Ms. Ericah B. Shafudah, Tel (061) 209 2928 / Director: Administration Ms. Ailly Titus, Tel: (061) 209 2036

In terms of the Affirmative Action of the Ministry of Finance, qualified females and persons living with disabilities who meet the prescribed minimum requirements are encourage to apply.

Confirmation of probation letters at the current position should accompany the application form and **all foreign qualification(s) must be evaluated by the Namibia Qualifications Authority (NQA) and proof of the evaluation of the qualification must be attached.**

NB: Public Servants applying for a post in another Office/Ministry/Agency must apply via their own Office/Ministry/Agency; submit their application forms under cover of Form ZO/352(1).

Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application form.

Applications (on Forms 156043 and 156094 obtained at all Government Offices) together with a **comprehensive detailed Curriculum Vitae** and **certified copies of educational qualification(s)** must be addresses to " **The Permanent Secretary, Ministry of Finance, Private Bag 13295, Windhoek.**

Only short listed candidates will be notified and no documents will be returned.

NB: Recommended Candidates will be subjected to a Vetting Process.

ADVERTISE DATE: 29 January 2018

CLOSING DATE: 23 February 2018