

MANAGEMENT CADRE

MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION

DIRECTORATE: ADMINISTRATION DIVISION: FINANCE AND AUXILIARY SERVICES

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$517,195 – N\$543,728
Motor Vehicle Allowance	:	N\$102,701 per annum
Housing Benefits	:	N\$121,560 per annum

Minimum Requirements: An appropriate B-degree on NQF Level 7 in Accounting, Finance or Commerce or equivalent qualification plus nine (9) years of appropriate experience. Applicant must be at the level **Chief Accountant Grade 6**.

Additional Requirements:

- Sound Knowledge of State Finance Act, Treasury Instructions, Public Procurement Act, and the Foreign Service Rules, 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) negotiation skills.
- Candidate should have extensive knowledge and experience of Revenue, Accounts Payable, DSA, Payroll, Creditors, Tax reconciliation, General Ledger and Government accounting system.
- Candidate should have experience and knowledge of Government procurement, stocktaking, fleet management, computer literate and be able to work independently.
- 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

- 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).
- 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.
- Coordinate and manage procurement activities in strict compliance with the Public Procurement Act, 2015 and its regulations.
- Oversee transport and fleet management within the Ministry and Missions.
- Ensure annual stock-taking is conducted at Headquarters and Missions.
- Oversee accounts, expenditures, and budgets for Foreign Missions.
- Provide financial management guidance to Missions.
- Review and approve financial requests and reports from Missions, ensuring accountability and transparency.
- Ensure efficient allocation and utilization of funds to Missions.
- Perform any other assignments as directed by the Executive Director or Director.

All Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation must be attached. The confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant.

Only shortlisted candidate will be contacted and No application form and document will be returned.

Please Note: Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply. Application forms should be hand-delivered or addressed to:

**Executive Director
Ministry of International Relations and Cooperation
Private Bag 13347
Windhoek**

Or hand delivered to:

**Human Resource Office
Ministry of International Relations and Cooperation Office No. 304
3th Floor, East -wing**

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013
