

**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND
INFORMATION TECHNOLOGY**

Post Designation	:	Director Grade 3
1x Post	:	Windhoek
Salary Scale	:	N\$554,603 – N\$588,548
Motor Vehicle Allowance	:	N\$123,633 (Capital Cost and (Running Cost) per annum
Housing Benefits	:	N\$131,280 per annum

Minimum Requirements: A Bachelor Degree at NQF Level 7 or equivalent qualification plus nine (9) years appropriate working experience.

Supplementary Requirements: Qualifications in one of the following fields: Finance, Human Resources, Administration, Information Technology Management **OR** an appropriate MBA and qualifications and experience in Organizational Development (OD) and Business Management in large organizations with dynamics and characteristics similar to the public sector will serve as an added advantage.

Main Duties of the Job:

Financial Management

Provide overall leadership and direction to ensure effective financial/budget planning, management, control and the implementation by the Ministry and other stakeholders falling under the Ministry (Vote17). The specific key duties and responsibilities in this regard include:

- Advising the Executive Director/Accounting Officer and Management on all financial matters;
- Ensuring compliance and adherence to Financial Accounting Guidelines/ Ministry; and
- Ensure timely compilation, submission and execution of annual budgets as well as financial statements and accountability reports.

Human Resources Management:

Provide overall leadership and direction in the development, implementation and coordination of national policies/legislation, guidelines/standards, staff rules and circulars on personnel and performance management in the Public Service in general and for the effective execution of the Ministry's mandate.

Administration and Support Services Functions:

Ensure effective planning, execution and control of the following critical support functions:

Auxiliary/ Support Services:

Transport and fleet management, Procurement, Stock and asset planning, control and management, Workplace health and safety (wellness), Document security, management and archiving and the implementation of related initiatives such as Electronic Documents Record Management System (EDRMS) and document security and Provision/ facilitation of requisite office space, equipment and furniture.

a) Procurement - Ensure and manage the effective performance of the procurement function of the Ministry in strict compliance with the provisions of the Public Procurement Act, 2015 and its Regulations, and coordinate the compilation and submission of the Annual Procurement Plan to the Executive Director/ Accounting Officer.

b) Transport - Ensure effective planning, acquisition, control and management of the vehicle fleet of the Ministry in line with Treasury instructions and national laws and regulations on transport.

c) Maintenance/ Asset Management - Ensure effective planning, management, control and maintenance of the Ministry's movable and immovable assets.

d) Administrative Functions - Provide leadership in the development and execution of strategic and annual plans as well as ensure that performance targets for the Directorate are aligned to the overall plans and activities of the Ministry and in conformity with the applicable policies, laws and regulations and other compliance standards and requirements of the public service;

Information Technology - Ensure an effective ICT infrastructure, systems and support services.

Perform any other responsibilities/ tasks as may be assigned by the Executive Director/ Accounting Officer.

Notes to Candidates:

- Only shortlisted candidates will be contacted and no documents will be returned
- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- Failure to complete all items on the application form for employment and to attach the necessary required/supporting documents will lead to a disqualification of the application.
- Women and people with disabilities who meet the advertised requirements are encouraged to apply.
- Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Application (form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK**

Or hand delivered to:

**Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street**

Enquiries: Mr. Nghidinua Daniel, Executive Director, Tel (061) 297 5180 and/or Mr Ericksson Hailaula, Deputy Director: Human Resources Management and Development, Tel (061) 297 5105.
