

MANAGEMENT CADRE

HARDAP REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION

Post Designation	:	Director Grade 3
1x Post	:	Mariental
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 Requirement: A B-Degree on NQF Level 7 plus nine (9) years' appropriate experience.

Supplementary Requirements:

- Preference will be given to candidates in possession of a Master's degree in Public Management or Business Administration or Human Resource Management/Development or Financial Management on NQF Level 9.
- Candidates must have five (5) years' appropriate experience at the functional level of Grade 4/ similar or higher within the Regional Councils' milieu.
- Must be conversant with assorted computer systems (VIP, Pastel, etc) and should possess a valid driver's License.
- Candidates must have analytical planning skills and strategic management, budgeting, human resources management/development, procurement management, policy development and Public Service Performance Management Systems.

Main Duties:

Provide advisory support services to the Chief Regional Officer on Human Resources, Finance and Administration. Ensure the proper implementation of Council decisions. Responsible for the preparation of the Regional Council budget, implementation and control. Consultations with the Regional Council and Local Authorities on the implementation of the decentralization policies. Develop and producing guidelines on human resource matters in collaboration with Regional Council and line ministries including staff training and development. Provide support services to the Regional Council and Settlement areas to ensure compliance with prescribed staff and finance rules and standards. Supervise the functions of the Human Resources, Finance and Administration. Develop the Strategic Plan of the Directorate and oversee its implementation. Participate in the decentralization awareness raising campaign and ensuring the implementation of the Decentralization Action Plan. Ensure correct interpretation and application of all relevant Acts, Treasury Instructions and Personnel Administration Measures (PAM). Articulate the decentralization policy and legislation to all stakeholders. Promoting good governance by developing standards and operational procedures. Carry out inspections within the Regional Council and Settlement areas to ensure compliance with prescribed staff and finance rules and standards. Oversee proper recording of Council minutes. Carry out any other official duties assigned from time to time.

Enquiries: Mrs. Sima D. Luipert/ Mrs. K.B. Van Wyk Tel. 063 245800

DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: FINANCE

Post Designation	:	Deputy Director Grade 4
1x Post	:	Mariental
Salary Scale	:	N\$517,195 – N\$543,728
Housing Allowance	:	N\$121,560 per annum

Motor Vehicle Allowance : N\$110,106 per annum (Capital and Running costs) per annum

Minimum Requirement: A B-Degree at NQF Level 7, majoring in Accounting or Finance or Auditing or Business Administration or Management plus nine (9) years appropriate experience.

Supplementary Requirements:

- Preference will be given to candidates in possession of an Honors' Degree in Public Accounting or Finance or Auditing or Business Administration or Financial Management on NQF Level 8
- Candidates must have five (5) years appropriate experience at the functional level of Grade 6/ similar or higher within the Regional Council milieu.
- Must be conversant with assorted computer systems, VIP, Pastel Evolution, Auditing and procurement etc.
- Must be in possession of a valid Driver's License

Main Duties:

Monitor and regulate Regional Council expenditure with a view to control the monthly cash flow. Responsible for budget preparation, implementation and control. Ensure development of management plans for the Division. Liaise with other Regional Councils Deputy Directors in coordinating the management of finance. Ensure proper financial management of the Council as per delegated functions. Monitor budget expenditure and adhere to Treasury Instructions. Prepare consolidated (recurrent and development) budget of the Regional Councils. Prepare consolidated financial statements of the Regional Councils. Recommend the Regional Council Annual budget to the management committee for approval. Ensure that the financial statements are prepared and presented for auditing. Develop guidelines on accounting systems for Regional Council. Ensure adherence to Financial Accounting Guidelines. Develop and review the Financial Management Policy of Regional Council. Prepare submissions on virementation for approval. Ensure proper utilization of staff, plan, manage and control of the activities of the Division. Submit quarterly reports on budget expenditure to the Director. Participate in the formulation of the Council Strategic Plan. Provide technical input in Divisional operational planning. Manage, coordinate and monitor financial, planning and capacity building support to settlements and constituency offices. Determine divisional staffing needs and evaluate staff performance. Ensure that the staffs in the Finance division are familiar with relevant rules and regulations such as Treasury Instructions, Public Service staff rule etc. Advise the Chief Regional Officer on all financial and other relevant matters. On request or on own initiative rendering advisory or liaison service to staff of the Council on Finance related matters. Liaise with the line Ministry / Stake holders/ institutions on matters relating to the financial activities of the Regional Council. Control the course of Expenditure in relation to appropriated funds and immediately advise the Chief Regional Officer accordingly if the trend of expenditure indicates the incurring possible excess on available funds; and if an excess on a vote or a main classification is unavoidable, take steps in time to obtain prior authorization therefore. Ensure the correctness of the annual financial statements. Give immediate attention to all audit inquiries directed to the Chief Regional Officer. Verification of the submission of the VAT return to the Ministry of Finance. Represent the Regional Council on external committees and at workshops, conferences and symposiums. Prepare Budget Calendar for Regional Council. Carry out any other official duties assigned from time to time

NB: All **foreign qualifications** must be submitted with an **evaluation report of qualifications from Namibia Qualifications Authority**. All applications must be done on the **new employment application** form 156043 and 156094 obtainable at all Government Offices together with a **comprehensive CV and certified copies of educational qualifications, proof of identification, testimonials** and any other relevant documents. **Note must be taken that competitions for vacancies in the Public Service have been limited. Public Servants must have completed their probation successfully and may only compete for vacancies, which are on the next higher**

grade/post level. Failure to complete all items on the application form for employment and **not attaching the necessary documents** will **disqualify the application. People with disabilities are encouraged to apply.** Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

Applications must be addressed to:

**The Acting Chief Regional Officer
Hardap Regional Council
Private Bag 2017
Mariental**

Or hand delivered at:

**The Human Resources Offices
Mariental First Floor, West Wing**

Enquiries: Mr. Werner W. Coetzee / Mrs. K.B. Van Wyk Tel: 063 245 800
