

VACANCY

Eenhana Town Council, an equal opportunity employer committed to implement the aims and objectives of the Affirmative Action Act, "is in search of suitably qualified and dynamic Namibia citizens to join its establishment at the Department of Finance, HR and Administration. Preference will be given to female and people with disabilities, who meet the required competences. Persons with disability should declare in the application cover letter their disability type.

DEPARTMENT: FINANCE, HR AND AD MINISTRATION

Post designation	: Senior Manager: Finance, HR & Administration
Salary Grade	: Grade E1
Salary Scale	: N\$ 390 809 – 407 655 per annum
Motor Vehicle Allowance	: N\$89 316 per annum
Housing Allowance	: 20% of Basic Salary
Housing Subsidy	: 40% of Basic Salary
Cellphone Allowance	: N\$9600.00 per annum
13th Cheque	: N\$32, 567.42

THE SUCCESSFUL CANDIDATE WILL BE RESPONSIBLE FOR:

- Managing, planning, directing, supervision and coordinating the activities of the Finance, Human Resources, IT and Asset Management Department.
- Responsible for controlling and administer the financial affairs of the Town Council in such a way to attain overall financial objectives and to ensure long-term financial health.
- To formulate and recommend financial policies, procedure and programmes for the Town Council through sound financial planning and analysis techniques.
- Advise management and Council with regards to financial systems strategy and financial management control.
- Facilitate major organizational interventions and Human Resources projects and monitors the implementation thereof.

KEY PERFORMANCE AREAS

- Strategic Financial management & Reporting
- Strategic Human Resources Management
- Departmental Management
- Asset Management & Insurance
- Cash Flow Management
- Annual Budget
- Strategic Advice/ and Reports
- Tax Compliance and Audit

MINIMUM QUALIFICATION AND EXPERIENCE

- Must be a Namibian Citizen
- Bachelor Degree Honors at NQF Level 8 from an accredited College or University in Finance/Accounting, Business Administration in Human Resources or any related field
- A Master's Degree in any of the above will be an added advantage
- Five (5) years appropriate experience of which at least three (3) years should have been at Managerial level.
- Broad knowledge of IPSAS/IFRS/GAAP
- Knowledge of the Local Authorities Act will serve as an added advantage

ADDITIONAL REQUIREMENTS

- Ability to develop and empower others
- Ability to adapt to rapid changing environment
- Computer literacy
- Driving License Code B
- Must not have Criminal record

In return the Council will offer:

Medical Aid, Pension fund, and all other statutory benefits.

Interested candidates should forward their comprehensive applications on prescribed Council's Application Form ONLY for Employment available on request at Council's Office or Council Website, follow the link:

<https://www.eenhanatc.na/wp-content/uploads/2021/08/EMPLOYMENT-APPLICATION-FORM.pdf> accompanied by the Curriculum Vitae, originally certified copies of documents and relevant academic qualifications to be submitted to:

The Human Resources Division
Eenhana Town Council, Private Bag 88007, EENHANA

Or hand delivered to Eenhana Town Council Offices
Erf: 108, Church Street,

NOTES TO CANDIDATES

Candidates with foreign qualifications must attach proof of evaluation of such qualification from the Namibia Qualifications Authority (NQA). Failure to complete all items or sections of the prescribed Council application form for employment and not attaching the necessary documents will disqualify the application.

No fax or e-mailed applications will be accepted and only shortlisted candidates will be contacted & no applications will be returned.

Women and people with disability who meet the advertised requirements are encouraged to apply.

ENQUIRIES: MRS. MARIA P NAANDA @ 065 –290 609

Date of Advertisement: Tuesday, 12 March 2024

Closing date: Friday, 12 April 2024 @ 17h00