



REPUBLIC OF NAMIBIA

NATIONAL PLANNING COMMISSION VACANCY

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| Post Designation | : | Chief Accountant Grade 6 |
| 1x Post | : | Windhoek |
| Salary scale | : | N\$ 354,883 – N\$ 424,119 |
| Housing allowance | : | N\$ 17,424 per annum |
| Transport Allowance | : | N\$10, 512 per annum |

Advertisement Requirements: An Appropriate Diploma on NQF Level 6 majoring in accounting plus five (5) years experience.
Additional Requirements: A Bachelor's Degree on NQF Level 7 or 8 in Accounting or Financial Management. Served seven (7) years at the level of Senior Accountant Grade 7. Sound knowledge of State Finance Act, Treasury Instructions, Public Service Staff Rules and Regulations, Labour Act, Public Procurement Act; Proven experience in all Integrated Financial Management System (IFMS) modules, extensive knowledge and experience of Revenue, Accounts Payable, DSA, Payroll, Tax reconciliation, General Ledger and Government Accounting System, budget formulation and execution, compilation of Audit financial statements, reconciliation of suspense accounts, Good Communication (written and verbal) skills, computer literacy and a valid driver's license will serve as advantages.

JOB SUMMARY:

The Chief Accountant will be responsible for leading and managing the financial operations of the Agency in compliance with applicable financial laws, regulations, and accounting standards. The role requires extensive expertise in government accounting systems, budget formulation and execution, and the preparation of accurate financial statements. The Chief Accountant will serve as a key advisor to management on financial matters.

Key Responsibilities:

- Ensure compliance with the State Finance Act, Treasury Instructions, Public Service Staff Rules and Regulations, Labour Act, Public Procurement Act, and all other relevant laws.
- Responsible for the functions of the Finance sub-division such as: Payroll, DSA, Accounts Receivable and Payable, Budget management and Control.
- Coordinate and prepare the audit financial statements, ensure accuracy and timely submission to the Office of the Auditor-General (OAG).
- Coordinate and prepare the budget and ensure timely submission of the budget documents to treasury.
- Allocate/ release the funds (TAW) monthly on time.
- Prepare virement submissions for internal and external approval.
- Compile quarterly reports on budget execution for the Accounting Officer and presentation to management.
- Monitor expenditure in line with appropriated funds and Treasury Instructions.
- Ensure accuracy and timely processing of payments.
- Exercise control over receipt, safekeeping and deposit of State money.
- Ensure timely tax reconciliation.
- Ensure Commitment Register is updated and verified.
- Monitor and reconcile suspense accounts, ensuring prompt resolution of outstanding balances.
- Implement sound internal controls to safeguard organizational assets and enhance financial accountability.
- Provide financial advice to senior management and contribute to strategic planning.
- Develop strategic and annual plans for the Subdivision, ensuring alignment with the Organization's objectives.

- Liaise with internal and external auditors, ensuring audit queries are resolved promptly and recommendations implemented.
- Mentor and develop Finance staff members, fostering a culture of integrity, transparency, and continuous improvement.
- Any other duties assigned.

Core Competencies

- Financial management and planning
- Government Accounting System
- Budgeting and expenditure control
- Financial statement preparation and analysis
- Payroll and tax reconciliation management
- Audit and risk management
- Leadership and staff development
- Strong communication and interpersonal skills
- Excellent leadership, supervisory, and team management skills.
- Strong analytical, problem-solving, and decision-making abilities.

Important notes to applicants from inside- and outside the Public Service

- The "Application for Employment"-form (new format) as well as the "Health Questionnaire" (both forms are available at all Offices/Ministries/Agencies) should be properly completed and signed. Please note that fax- and email applications will NOT be considered.
- "Application for Employment"-forms should be accompanied by certified copies of the applicant's highest qualifications (together with the academic transcript in respect of such qualifications). Proof of experience should be attached e.g. employment confirmation, testimonials, etc.
- Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure not to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from submitting evaluation of NQA.)
- Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.
- Applications received after the closing date will not be accepted.

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the following address:

**The Executive Director
National Planning Commission
Private Bag 13356 WINDHOEK**

Or hand delivery at:

**The Human Resource Office
National Planning Commission
Rooms 151 and 153
1st Floor Government Office Park**

Enquiries: Ms. Anna Shatika, Tel (061) 283 4105, Mr. Mateus Nakwafila, Tel (061) 283 4176

CLOSING DATE: 17 OCTOBER 2025