



VACANCY: GENERAL MANAGER – FINANCE AND ADMINISTRATION

Company: Epangelo Mining Company (Pty) Ltd

Job Title: General Manager – Finance and Administration

Job Grade: E1

Department: Finance and Administration

Reports To: Managing Director

Location: Windhoek, Namibia

Closing Date: 7 November 2025

ABOUT EPANGELO MINING COMPANY

Epangelo Mining Company (Proprietary) Limited (“Epangelo”) is a public enterprise established under the Companies Act (Act 61 of 1972), with the Government of the Republic of Namibia as the sole shareholder.

ROLE PURPOSE

To lead and manage all financial and administrative functions of Epangelo Mining Company. The role is responsible for developing and implementing financial strategies, policies, and systems that ensure sound governance, operational efficiency, and optimal resource utilization. The incumbent will oversee financial planning, investment evaluation, administrative operations, and team performance to support the company’s strategic objectives.

KEY RESPONSIBILITIES

1. Strategic Leadership

- Develop and implement finance and investment strategies aligned with company objectives.
- Formulate strategic guidelines for financial policies, procedures, and practices.
- Establish performance indicators and monitor financial strategy effectiveness.

2. Financial Management

- Direct and oversee budgeting, forecasting, and financial reporting processes.
- Ensure efficient utilization of resources and adherence to financial standards.
- Conduct financial due diligence for projects and evaluate investment proposals.
- Review and recommend project capital requirements and monitor expenditure.

3. Administrative Management

- Provide administrative support across all departments.
- Oversee company-wide administrative and HR payroll transactions.
- Develop systems and procedures to improve efficiency and compliance.

4. Team and Performance Management

- Lead, mentor, and develop the finance and administration team.
- Manage HR processes including recruitment, performance management, and training.
- Promote a safe, healthy, and legally compliant work environment.
- Foster collaboration and communication to achieve departmental goals.

5. Project Oversight

- Collaborate with geology and mine planning departments on project evaluations.
 - Monitor financial implications and report findings to the Managing Director.
 - Ensure adherence to Epangelo's project investment criteria for all proposals.
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QUALIFICATIONS & EXPERIENCE

- Postgraduate Degree in Accounting or an equivalent qualification.
 - Minimum of 8 years' relevant experience, with at least 5 years in a senior (D4) management role.
 - Proven experience in financial management, administration, and investment evaluation.
 - Strong knowledge of financial regulations, systems, and corporate governance.
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CORE COMPETENCIES

- Strategic and analytical thinking.
 - Strong leadership and team development skills.
 - Excellent communication, negotiation, and presentation abilities.
 - Proficiency in financial software and reporting tools.
 - In-depth understanding of accounting standards and best practices.
 - Ability to manage change and drive organizational improvement.
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APPLICATION PROCEDURE

Applications for the above position must be accompanied by a detailed CV and certified copies of relevant qualifications.

If you meet the requirements and are ready to contribute to the strategic and

financial growth of Epangelo Mining Company, please apply through our recruitment portal at www.jobopportunities.net.

Closing Date for Applications: 7 November 2025