



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE

VACANCIES

DEPARTMENT: STATE ACCOUNT, DIRECTORATE: ASSET, CASH AND DEBT MANAGEMENT, DIVISION: ASSET MANAGEMENT, SUBDIVISION: TRAINING

Post designation: Chief Accountant Grade 6
Number of posts: One (1)
Duty station: Windhoek
Salary scale: NS 372 627 – 445 325 per annum
Housing allowance: NS 17 424 per annum
Transport allowance: NS 10 512 per annum

MINIMUM REQUIREMENTS: An appropriate B. Degree in Accounting and Finance or equivalent appropriate qualification on NOF L7, plus three (3) years appropriate experience of which three (3) years should be at supervisory level (Grade 7) or equivalent. A valid Driver's License.

License.
REQUIRED SKILLS AND COMPETENCIES:
• Extensive knowledge of the State Finance Act, Treasury Instructions, Uniform Stock Control System and Procurement Act.
• Strong organizational skills, high performance culture, effectiveness and communication skills with experience at supervisory level.
• Good knowledge and experience on the Auction procedures and Ability to represent the Division on policy, regulatory and

legal matters whenever Asset inclusion is part of the agenda or affected.

DUTIES AND RESPONSIBILITIES:
• Coordinate and supervise the execution of annual programme.
• Exert overall supervision and control over sub-ordinates regarding all activities. Receive all official training needs compiled and submitted by sub-ordinates for approval and decide on action to be taken in consultation with the Deputy Director.

• Compile the budget for the division in consultation with the Deputy Director.
• Supervise and evaluate the stock-taking report, submissions and correspondence from the O/M/A.
• Give guidance, coordinate and in-service training to sub-ordinates in respect of work procedures and compiling of training reports.
• Maintain training programme by means of flow charts to ensure that inspections are carried out in time.
• Co-ordinate training as required at different regions. Control programmes of ministries regarding the execution of annual

stock-taking and discrepancies found during such stock-taking must be investigated and dealt with promptly.
• Recommend the leave for sub-ordinates.
• Evaluate and recommend the training reports in respect of training carried out by sub-ordinates.
• Attend Government Auctions whenever possible to ensure fair play as well as optimum income for Government.
• Serve as a help desk to alleviate any problems that may incur on a day-to-day basis from stock control points.
• Carry out of additional instructions and tasks related to the function of the division as assigned.

DEPARTMENT: STATE ACCOUNT, DIRECTORATE: ASSET, CASH AND DEBT MANAGEMENT DIVISION: ASSET MANAGEMENT, SUBDIVISION: STOCK INSPECTIONS

Post designation: Senior Accountant Grade 7
Number of posts: One (1)
Duty station: Windhoek
Salary scale: NS 305 684 – 365 322 per annum
Housing allowance: NS 17 424 per annum
Transport allowance: NS 10 512 per annum

MINIMUM REQUIREMENTS: An appropriate B. Degree in Accounting and Finance or equivalent appropriate qualification on NOF L7, plus three (3) years appropriate or relevant experience at level (Grade 8) or equivalent, plus a valid Driver's License.

REQUIRED SKILLS AND COMPETENCIES:
• Ability to develop and implement the Annual Training Plan of the Division (not for the staff but the beneficiaries).

• Strong organizational effectiveness and communication skills.
• Good knowledge and experience State Finance Act, Treasury Instructions, Uniform Stock Control System and Government Asset.
DUTIES AND RESPONSIBILITIES:
• Evaluate and scrutinize all incoming submissions, correspondence and stock-taking reports prior to the dispatching to your subordinate.
• Check, co-ordinate and distribute the work to Sub-ordinates.
• Completion of the annual programme for the Regions.
• Give guidance and advice to Offices/Ministries/Agencies in respect of managing, utilization, accounting, control and disposal of movable and immovable State property.
• Training of sub-ordinates in respect of work procedures.

Stock Control System, the State Finance Act and Treasury instructions.
• Conduct inspections regarding the managing, accounting and control over movable and immovable State property at all stock control point in all regions and drafting of reports thereof.
• Check all relevant registers allocated to you.
• Supervision of sub –ordinates during investigation and inspection under your control.
• Follow up the outstanding correspondence, submissions and stock taking reports from Offices/Ministry/Agency (O/M/A) under your supervision.
• Supervising and control of the functions and procedures of the Registry.
• Keep a diary relating to aspects, correspondence, submissions and stock taking reports of your entire

subordinate to be followed up.
• Acquaint yourself with the contents of the State Finance Act, related Treasury Instructions and the Stock Control System as well as other Act and regulations in respect of revisions or changes that might occur from time to time.
• Provide feedback on the completion of specific tasks to your immediate supervisor on a regular basis in writing.
• Complete of progress reports on goals and objectives related to the annual programme.
• Train sub-ordinates on a continuous basis in respect of work procedures, Stock Control System and the interpretation of the State Finance Act and Treasury Instructions.
• Conduct regular internal inspections and investigations at stock control points in accordance with the annual work programme to ensure that the stipulations of the Stock Control System, Treasury Instructions and the State

Finance Act are adhered to.
• Ensure that the disposals of redundant, obsolete and worn and damaged property are conducted in the most economical way by means of Public Auctions or any other approved method.
• Summarize all inputs from sub-ordinates in respect of the revised and draft budgets and submit it to the official responsible for the compilation of the relevant budgets for the Division.
• Feedback on situations observed at stock control points during inspections in respect of relative information obtained.
• To conduct inspections related to unclear or possibly irregular situations that might be reflected on stock-taking reports or submissions as well as to inspect equipment to be auctioned and donated.

DEPARTMENT: STATE ACCOUNT, DIRECTORATE: ASSET, CASH AND DEBT MANAGEMENT DIVISION: ASSET MANAGEMENT, SUBDIVISION: STOCK INSPECTIONS

Post designation: Accountant Grade 8
Number of posts: One (1)
Duty station: Windhoek
Salary scale: NS 305 684 – 365 322 per annum
Housing allowance: NS 17 424 per annum
Transport allowance: NS 10 512 per annum

MINIMUM REQUIREMENTS: An appropriate B. Degree in Accounting and Finance or equivalent appropriate qualification on NOF L7.

ADDITIONAL REQUIREMENTS:
• Possession of a valid Driver's License will be an added advantage.

DUTIES AND RESPONSIBILITIES:
• Evaluate Process and finalize all incoming submissions, letters and stock-taking reports.
• To assist with the compilation of the annual programme.

• To give assistance in respect of guidance and advice to departments and ministries in respect of managing, utilization, accounting, control and disposal of movable and immovable State property.
• Train the sub-ordinates in respect of work procedures, Stock Control System the State Finance Act and Treasury instructions.
• Conduct inspections regarding the accounting and control over movable and immovable State property and draft the reports thereof.
• Strict control over outstanding correspondence.
• Keep a diary relating to aspects and correspondence to be followed up.
• Acquaint yourself with the contents of the State Finance Act, related Treasury Instructions and the Stock Control System as well as other Act and regulations in respect of revisions or changes that might occur from time to time.
• Give inputs and assist with the compilation of the annual

programme in respect of proposed activities at departments and ministries assigned to you.
• Give inputs to the progress reports on goals reached to the annual programme.
• Conduct regular inspections at stock control points across the country in accordance with the annual work programme to determine whether the stipulations of the Stock Control Systems, Treasury instructions and the State Finance Act are being adhered to.
• Ensure that redundant, obsolete and worn and damaged properties are disposed of in the most economically way by means of Public Auctions or any other approved method.
• Report the situations observed at stock control points during inspections with your immediate superior in writing.
• Supervise and control over subordinates during inspections when instructed to.
• Acquaint yourself with the functions, system and procedures of the Registry.

Application procedure:
• Applicants must be Namibian Citizens.
• Application forms 156043 and 156094 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents.
• All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).
• Applicants who fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.
• Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: TESTIMONIALS WITH EXPERIENCE SPECIFICATIONS IS A MUST).
• Only short-listed candidates will be notified, and no documents

will be returned.
• Applications must be addressed to: The Executive Director Ministry of Finance Private Bag 13295 Windhoek or hand delivered at: Ground Floor East Wing Ficus Building.
NB: In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.
Enquiries to be Directed to: Mr. Waldemar Lawrence Deputy Director of Asset Management Ministry of Finance Tel no. 061 – 209 2443 E-mail: Waldemar.Lawrence@mof.gov.na
CLOSING DATE: 26 May 2026

DEPARTMENT: PROCUREMENT POLICY UNIT: DIRECTORATE: LEGAL SUPPORT AND COMPLIANCE

Post designation: Policy Analyst Grade 7
Number of posts: One (1)
Duty station: Windhoek
Salary scale: NS 305 684 – 365 322 per annum
Housing allowance: NS 17 424 per annum
Transport allowance: NS 10 512 per annum

MINIMUM REQUIREMENTS:
• A B. Degree in Law or equivalent appropriate qualification on NOF L7, plus a valid Driver's License. A B. degree in Law (LLB) at NOF Level 8 will be added advantage.

DUTIES AND RESPONSIBILITIES:
• Scrutinising requests for advice on public procurement matters and the drafting advice to public entities on public procurement policies, principles and practices.
• Scrutinising requests for exemptions and preparing responses thereto.
• Drafting of relevant implementation tools such as directives, guidelines, instruction notes, guidance notes, standard forms and other incidental documents for mandatory use by Public Entities.
• Assisting in the drafting of amendments to the Act and Regulations.
• Reviewing and updating standard bidding documents.
• Conducting investigations into the non-compliance to the Act.
• Consulting with stakeholders on Public Procurement related policies.

• Promoting the objects of the Public Procurement Act, 2015.
NB: CANDIDATES WILL BE SUBJECTED TO SECURITY CLEARANCE PROCESS
Application procedure:
• Applicants must be Namibian Citizens.
• Application forms 156043 and 156094 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents.
• All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).

• Applicants who fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.
• Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service.
• Only short-listed candidates will be notified, and no documents will be returned.
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• Applicants who fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.
• Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: TESTIMONIALS WITH EXPERIENCE SPECIFICATIONS IS A MUST).
• Only short-listed candidates will be notified, and no documents will be returned.

will be returned.
• Applications must be addressed to: The Executive Director Ministry of Finance Private Bag 13295 Windhoek or hand delivered at: Ground Floor East Wing Ficus Building.
NB: In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.
Enquiries to be Directed to: Mr. Phineas Nsundano Deputy Executive Director Ministry of Finance Tel no. 061 – 209 2405 E-mail: Phineas.Nsundano@mof.gov.na
CLOSING DATE: 26 May 2026

DIRECTORATE: GOVERNMENT INTERNAL AUDIT AND POLICY COORDINATION: DIVISION: INTERNAL AUDIT AND POLICY COORDINATION

Post designation: Deputy Director Grade 4
Number of posts: One (1)
Duty station: Windhoek
Salary scale: NS 543 055 – 570 914 per annum
Housing allowance: NS 121 500 per annum
Motor vehicle allowance: NS 110 917 per annum (Capital costs NS 83 106, Running costs NS 27 811)

MINIMUM REQUIREMENTS:
• AB-Degree at NOF Level 7, majoring in Accounting or Finance, Auditing, Business Administration/ management, plus 9 years' appropriate experience of which five (5) should be as Chief Internal Auditor or equivalent.
• A Postgraduate Qualification at NOF Level 8 in Accounting, Finance, Auditing, Business Administration/Management will be added advantage.

REQUIRED SKILLS AND COMPETENCIES:
• Candidates should possess good interpersonal relationship skills with proven managerial and Leadership skills.
• Postgraduate Qualification's (Accounting, Finance, Auditing, Business Administration/Management.
• Occupational Certification: Internal Audit/ Audit Technician (IAT).
• Legal background.

• Procurement background.
DUTIES AND RESPONSIBILITIES:
• To oversee internal audit activities in the entire Public Service. Work with narrow strategy to effectively/optimize carry out routine tasks with limited staff-members.
• Self-starter, results-driven, and able to meet set-deadlines in implementation of defined key projects.
• Ensure and responsible for planning, organizing, directing and controlling the Directorate's resources to purposefully carry out the directorate objectives.
• Attune to the compilation of comprehensive compliance plan required of Internal Auditors to effectively carry out their professional responsibilities.
• Improvement programme for quality assessment based on International Standards (IPPF) for Internal Audit.
• Lead and coordinate activities that require special audits (IT Audit, Performance Audit Forensic Audit and Special investigations within OMA's).
• Manage individual internal audit assignments per approved annual internal audit plan. This is likely to involve collaborative or managing staff at a third-party organization.
• Undertake comprehensive planning and risk assessments related to each assignment as high risk, thus ensuring maximum payback from the assignment.

• Ensure that detailed audit assignments are effectively focused on areas assessed as high risk, thus ensuring maximum deliverable of the assignments.
• Ensure that recommendations are clearly communicated/ presented to and agreed upon by management and that a subsequent audit report is issued.
• Ensure that all agreed-upon recommendations are subsequently implemented.
• The position holder be able to provide analytical and risk assessment skills on various special projects on ad hoc basis.
• Stay abreast of best practices both with specific sectoral policies (internally) and related industry (externally) and provide conduit for introducing those practices to the company.
• Be a role-model for the Ministry's values, and display the highest ethical standards.
• Ensure that the internal audit internet website and sharing platform improve and delivers value-added materials to the Ministry.
• Perform any other duties assigned by the Supervisor/ Ensure a completion of comprehensive audit, long-range program audit coverage depends on the risk ranking of the activities under review based on the internal mechanism.
• Ensure and maintaining standards of performance and review, that per-

formance meets these standards.
• Maintain a system of time management on all projects.
• Assist the Director in the directing, guiding and overall effectiveness of all levels of management in the stewardship of government resources and their compliance with established policies and procedures.
• Assist the Director in guiding on daily basis to ensure proper and timely performance of work in compliance with the Public Service Act, of 1995 (Act 13 of 1995) as well as Public Staff Rules.
NB: CANDIDATES WILL BE SUBJECTED TO SECURITY CLEARANCE PROCESS
Application procedure:
• Applicants must be Namibian Citizens.
• Application forms 156043 and 156094 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents.
• All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).
• Applicants who fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.

• Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: TESTIMONIALS WITH EXPERIENCE SPECIFICATIONS IS A MUST).
• Only short-listed candidates will be notified, and no documents will be returned.
• Applications must be addressed to: The Executive Director Ministry of Finance Private Bag 13295 Windhoek or hand delivered at: Ground Floor East Wing Ficus Building.
NB: In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.
Enquiries to be Directed to: Mrs. Maxine Cloete-Hangula Director: Ministry of Finance Tel no. 061 – 209 2482 E-mail: Maxine.Cloete-Hangula@mof.gov.na
CLOSING DATE: 26 May 2026

DEPARTMENT: PUBLIC PROCUREMENT POLICY: DIRECTORATE: LEGAL SUPPORT AND COMPLIANCE

Post designation: Director Grade 3
Number of posts: One (1)
Duty station: Windhoek
Salary scale: NS 582 333 – 617 976 per annum
Housing allowance: NS 131 280 per annum
Motor vehicle allowance: NS 123 633 per annum (Capital costs NS 94 178, Running costs NS 29 455)

MINIMUM REQUIREMENTS:
• A B-degree in Law at NOF Level 7 or equivalent appropriate qualification, plus 9 years' appropriate experience of which five (5) should be as Deputy Director Grade 4 or equivalent.
• A B-degree in Law at NOF Level 8 will be added advantage.

REQUIRED SKILLS AND COMPETENCIES:
• A good knowledge and understanding of the Public Pro-

urement Act, 2015 (Act No. 15 of 2015) as amended. Candidates should possess good interpersonal relationship skills with proven managerial and Leadership skills. Experience in the field of Procurement will be an added advantage.
DUTIES AND RESPONSIBILITIES:
• Advise the Head of Policy Unit on legal and compliance matters on public procurement;
• Provide legal advice to the Procurement Policy Unit and to public entities to the application of legal texts related to public procurement;
• Review and propose for improvements to legislative and regulatory texts applicable to public procurement.
• Draft amendments to the Act and regulations and prepare codes of good practice for the implementation of empow-

erment;
• Develop standard bidding documents; Stand forms of contracts; etc.
• Review records of procurement proceedings; examination of procurement proceedings to identify problems in implementation of the procurement law and regulations.
• Perform any other functions and duties assigned by the Head of Department Public Procurement Unit.
NB: CANDIDATES WILL BE SUBJECTED TO SECURITY CLEARANCE PROCESS
Application procedure:
• Applicants must be Namibian Citizens.
• Application forms 156043 and 156094 (obtainable at all Government offices) and should be accompanied by original

certified copies of educational qualifications, detailed CV and other documents.
• All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).
• Applicants who fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.
• Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: TESTIMONIALS WITH EXPERIENCE SPECIFICATIONS IS A MUST).
• Only short-listed candidates will be notified, and no documents will be returned.
• Applications must be addressed to: The Executive Director

Ministry of Finance Private Bag 13295 Windhoek or hand delivered at: Ground Floor East Wing Ficus Building.
NB: In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.
Enquiries to be Directed to: Mr. Phineas Nsundano Deputy Executive Director Ministry of Finance Tel no. 061 – 209 2405 E-mail: Phineas.Nsundano@mof.gov.na
CLOSING DATE: 26 May 2026

DEPARTMENT ECONOMIC POLICY UNIT: DIRECTORATE ECONOMIC POLICY ADVISORY SERVICES: DIVISION FINANCIAL EDUCATION AND CONSUMER PROTECTION

Post designation: Senior Media Officer Grade 7
Number of posts: One (1)
Duty station: Windhoek
Salary scale: NS 305 684 – 365 322 per annum
Housing allowance: NS 17 424 per annum
Transport allowance: NS 10 512 per annum

MINIMUM REQUIREMENTS:
• A Bachelor's Degree (NOF Level 7) or an equivalent qualification in Marketing, Media Studies, Journalism, or Communications. Plus, three (3) years' work experience. A valid Driver's License..

ADDED ADVANTAGE:
• A qualification in Marketing, Media Studies, Journalism, or Communications, with at least one module in Economics or Business

Economics.
• Good interpersonal relationship skills with proven advertising, marketing, communication and public relations skills.
• Implementation of media campaign Strategy
• Advertising and Marketing FLI activities
• Event and media management
• Financial education work environment
DUTIES AND RESPONSIBILITIES:
• The Media Officer will be responsible for preparation an annual financial education media plans for approval and implementing it. This will include amongst others: Social media plan and management, TV and Radio, Press Release, Stakeholder management, SMS campaign etc.
• Media management and negotiation,

• Managing media service providers,
• Developing/monitoring newsletters and articles and sending them out,
• Monitoring and evaluation of certain media interventions,
• Advising the team,
• Periodic reporting,
• Advising the Deputy Director on media matters,
• Implementation of media campaign strategy
• Public Relations,
• Advertising and marketing of FLI activities
• Other administrative matters as might be required.
Application procedure:
• Applicants must be Namibian Citizens.
• Application forms 156043 and 156094 (obtainable at all Government offices) and should be accompanied by original cer-

tified copies of educational qualifications, detailed CV and other documents.
• All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).
• Applicants who fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.
• Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: TESTIMONIALS WITH EXPERIENCE SPECIFICATIONS IS A MUST).
• Only short-listed candidates will be notified, and no documents will be returned.
• Applications must be addressed to: The Executive Director Min-

istry of Finance Private Bag 13295 Windhoek or hand delivered at: Ground Floor East Wing Ficus Building.
NB: In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.
Enquiries to be Directed to: Mr. Josef Hembra Deputy Director Ministry of Finance Tel no. 061 – 209 2295 E-mail: Josef.hembra@mof.gov.na
CLOSING DATE: 26 May 2026