MINISTRY OF FINANCE

VACANCIES
DIRECTORATE OF TAX POLICY ADVISORY SERVICES

Division:	Customs and Excise Policy Design, Regional & International Studies
Post Designation:	Chief policy Analyst- Grade 6
1X Post:	Windhoek
Salary Scale:	N$372 627 - 445 325
Housing Allowance:	N$17, 424.00 per annum
Transport Allowance:	N$10, 512.00 per annum

Minimum Requirements:

- A relevant four-year Bachelor's Degree or equivalent qualification at NQF Level 7 in either any of the following fields: Economics, Business Economics, Development Economics, International Economics, Development Finance, Taxation, relevant Social Sciences or equivalent, with at least three (3) years of relevant experience

Key Responsibilities:

- To comply with the provisions of Customs and Excise Act No. 20 of 1998 and rules and Regulations, State Finance Act No. 31 of 1991, Public Service Act No. 13 of 1995 and the Labour Act No. 11 of 2007.
- The drafting and implementation of Customs and Excise Law, Procedures, Rules and Regulations.
- To ensure conformity with stipulations of National and International Conventions, Treaties and Trade Agreements.
- Drafting of Customs and Excise Tariff rates based on the Harmonized system.
- Amending of legislation, Regulations, Procedures, Rules and Regulations as well as Tariff rates and ensuring that infant industry protection measures are in place whenever they are required.
- Responsible for the drafting and amending of instructions relating to the interpretation and administration of Customs and Excise Legislation, Procedures and Regulations.
- To supervise the proposition of Policy directives whereby Customs and Excise officers must function.
- The section is responsible for the rendering of legal advice to the public, border posts, regional offices.

- Prepare and supervise the processing of disputed cases and preparing dockets for court prosecutions.
- Responsible for the maintaining of relations with courts as well as the Office of the Government Attorney.
- Act as legal adviser during Court cases.
- Prepare memorandum of understanding (MOUs) with various stakeholders.
- To participate in National, Regional and International meeting relating to the formulation of the legal framework.
- The performance of any other function as may be assigned to the incumbent by the supervisor.

Enquiries: Ms. Anita Beukes at Tel: 061-209 9111 or Email:
anita.beukes@mof.gov.na

DIRECTORATE: ECONOMIC POLICY ADVISORY SERVICES

Division:	Macro Economic Analysis and Projection
Post Designation:	Chief Policy Analyst Grade 6
2X Post :	Windhoek
Salary Scale:	N$372 627 - 445 325
Housing Allowance:	N$17, 424.00 per annum
Transport Allowance:	N$10, 512.00 per annum

Minimum Requirements:

- An appropriate B Degree or equivalent qualification on NQF L7 with Econometrics, Statistics and Quantitative methods or Development economics as the major subjects. It is required that the ideal candidate must have a minimum of five (5) year experience in macroeconomic modelling and projections.

Added Advantages:

- A Master's Degree in Economics, Development Finance, or equivalent will be an added advantage.

Key Responsibilities:

- Responsible for overall supervision, coordination and monitoring of all activities of the Sub-division
- Monitor regularly development in the real sector and advise accordingly
- Technical advisor to the Directorate on policy development and implications on real sector
- Formulate policies on real economic sector for budgeting purposes
- Coordinate the drafting of Macro-fiscal framework
- Draft contribution to the Medium Term Expenditure Framework
- Drawing up activities plan for the Division and ensure its implementations

- Initiate and draft policy briefs for the Senior Management
- Access capacity and identify training needs in the Division
- Attend to various meetings both national and international when necessary;
- Keep the Directorate informed about the progress on all activities in the Division
- Advise the Director, through the Deputy Director on the overall performance of real economic sector and suggest possible policy interventions
- Liaise with the Economists for data requirements and harmonising in the Division
- Make recommendation on appropriate and user friendly model for projecting real sector data

Division:	Macro Economic Analysis and Projection
Post Designation:	Chief Economist - Grade 6
1X Post:	Windhoek
Salary Scale:	N$372 627 - 445 325
Housing Allowance:	N$17, 424.00 per annum
Transport Allowance:	N$10, 512.00 per annum

Minimum Requirements:

- ·An appropriate B Degree or equivalent qualification on NQF L7 with Econometrics, Statistics and Quantitative methods or Development economics as the major subjects. It is required that the ideal candidate must have a minimum of five (5) year experience in macroeconomic modelling and projections.

Added Advantages:

- A Master's Degree in Economics, Development Finance, or equivalent will be an added advantage

Key Responsibilities:

- Undertake and lead activities and operations regarding Macroeconomics analyses and projections.
- Undertake and coordinate the analyses of relevant economics documents and/or publications.
- Coordinate and maintain regular and close consultation with other relevant national institutions.
- Carry out research and analyses of regional and international economic developments and advise on the impact thereof on the Namibian economy.
- Coordinate and supervise the drafting of the Citizens Guide to the Budget
- Coordinate and supervise the compilation of the Quarterly Economics Update reports.
- Coordinate the programmes and activities of the Macroeconomics Working Group (MoF, NPC, BoN and NSA)

- Conduct the Annual Industrial Survey of the Macroeconomics Working Group
- Conduct GDP simulations and projections for the Medium-Term Expenditure Framework
- Coordinate the formulation of the Macroeconomic Framework for the Fiscal Strategy and the Mid-Year Budget Review,
- Coordinate inputs to the Budget Statements
- Draft policy notes for senior management cadre on economic matters
- Compile quarterly reports for the Global competitiveness and Bi-annual for NDPVI for the financial sector,
- Represent the Ministry of Finance/Namibia at relevant national, regional and international platforms,
- Carry out any other duties as required by the Deputy Director, Director and/or the Top Management.

Competencies Required:

- Excellent computer Skills,
- Research Skills,
- Macroeconomic modelling, and
- Report-writing skills.

Division:	Fiscal Policy & Financial Market Development
Post Designation:	Statistician Grade 8
1X Post:	Windhoek
Salary Scale:	N$ 250 767 - N$ 299 691
Housing Allowance:	N$17, 424.00 per annum
Transport Allowance:	N$10, 512.00 per annum

Minimum Requirements:

- An appropriate B. Degree NQF L7 or equivalent qualification, majoring in one or more of the following subjects: Mathematics, Mathematics Statistics, Econometrics, Biometrics Operational Research, Statistics Economy, Accountancy, Demography, Computer Science, Sociology, Geography and one or more with one (1-2) years proven experience dealing with statistics.

Key Performance Areas:

- Collect, compile and maintain up to date comprehensive fiscal data on revenue, expenditure, Public debt and contingency liabilities for analytical purposes and data sharing with stakeholder institutions.
- Compile and maintain up to date High Frequency fiscal data and Government Finance Statistics in line with the latest international best practices and the regular dissemination of these data nationally and to relevant regional and international bodies.

- Responsible for the maintenance of a proper fiscal datasets in terms of timely data dissemination being monthly, quarterly and annual data
- Analyse and interpret statistical data in order to identify significances in relationship among sources of information; data consistent with other macroeconomic statistics.
- Compilation of fiscal data and ensure that data are close to other macroeconomic statistics budgetary central Government as well as general government at large following the methodology of international standard practice
- Make sure that fiscal data are collected and disseminated to data users on time
- Report to Senior statistician all issues of concern pertaining to statistical matters requiring technical intervention
- Interact with other staff members of the same rank and liaise with relevant institutions statistical matters
- Deals with any other matters as may be assigned by the Chief Statistician

Enquiries: Mr. Festus Nghifenwa at Tel: 061-2099111 or Email:
festus.nghifenwa@mof.gov.na

Division:	Financial Education and Consumer Protection
Post Designation:	Administrative Officer Grade 12
1X Post:	Windhoek
Salary Scale:	N$ 113 141 - 135 702
Salary Notch:	N$113 141 per annum
Housing Allowance:	N$13, 944.00 per annum
Transport Allowance:	N$10, 512.00 per annum

Minimum Requirements:

- A Senior Secondary Certificate or equivalent qualification on NQF L3 with 20 points in five subjects including an E symbol in English.

Added Advantages:

- A Diploma in Administration, Office Administration (at NQF level 5 or 6), or any related /equivalent fields
- At least one (1) year experience in administration or secretarial work will serve as an advantage, Proficient in Microsoft Office suite.
- Code B driver's license.

Key Performance Areas

- Organise internal and external meetings and workshops and minute taking of all meetings and workshops
- Filing of documents and educational materials and data capturing

- Provision of administrative support to the various departments for quotations
- Acting as the point of contact between the manager and clients
- Screening and directing calls and distribute correspondence
- Handling requests and queries appropriately
- Act as a stakeholder liaison, and manage service providers, platform supporter contact management
- Carry out other tasks as might be requested by the supervisor and /or mentors

Enquiries: Mr. Josef Ihemba at Tel: 061-2092295 or Email:
josef.ihemba@mof.gov.na

DIRECTORATE: ASSET, CASH AND DEBT MANAGEMENT

Division:	Loan Recovery
Post Designation:	Accountant Grade 8
1X Post:	Windhoek
Salary Scale:	N$ 250, 767 - 299, 691
Salary Notch	N$ 250, 767.00 per annum
Housing Allowance:	N$17, 424.00 per annum
Transport Allowance:	N$10, 512.00 per annum

Minimum Requirements:

- An appropriate National Diploma in Accounting and Finance/Finance or equivalent qualification on NQF level 6.

Key Performance Areas:

1. Verify of all records in respect of all loans granted to Municipalities, Town and Villages, Hotels + Guest Houses, Government Houses and Government Organisations.
2. Handling of enquiries and correspondence with all stakeholders concerned.
3. Checking allocation of payments received.
4. Correct certification of all accounts for debtors.
5. Recording of payments of loan schedule.
6. Reconciliation of advisors with general ledger accounts and issuing of rectification journals.

7. Responsible for submission of the following annual audit statements to the Accountant General.
   7.1. Municipalities
   7.2. Towns and Villages
   7.3. Hotels and Guesthouses
   7.4. Government Houses
   7.5. Government Organisations

8. Follow-up with Organisations on outstanding balance and arrears.
9. Liaison with Ministry of Urban and Rural Development with regards to loans granted to institutions.

Enquiries: Ms. Salome Idhenga at Tel: 061-209 2833 or Email: Salome.Idhenga@mof.gov.na

DIRECTORATE ADMINISTRATION

Division:	Human resources, Training and Development
Post Designation:	Control Social worker - Grade 5
1X Post:	Windhoek
Salary Scale:	N$ 454, 232 - N$ 543, 055
Housing Allowance:	N$17, 424.00 per annum
Transport Allowance:	N$10, 512.00 per annum

Minimum Requirements:

- Registration as a Social Worker with the Health Professions Council of Namibia plus five (5) years appropriate work experience. A certified copy of maintenance card with Health Professions Council of Namibia for 2026/2027 must be attached.

Job Purpose

To provide strategic, professional and administrative leadership in the planning, coordination, implementation, monitoring and evaluation of employee wellness programmes within the Ministry of Finance. The incumbent will ensure the provision of effective psychosocial support, employee assistance, workplace wellness interventions and social work services that promote employee well-being, productivity, resilience and organisational effectiveness.

Key Performance Areas:

1. Ensure the effective implementation of employee wellness programmes in line with the Ministry's objectives and applicable public-service policies.
2. Develop and monitor annual work plans, performance targets and strategies for employee wellness and psychosocial support services.
3. Oversee the provision of professional social work services, including psychosocial assessments, employee assistance, case management and referrals.
4. Advise management on employee wellness, workplace stress, psychosocial risks and interventions to promote employee well-being and productivity.
5. Coordinate wellness awareness campaigns and initiatives addressing stress management, work-life balance, resilience and healthy workplace relationships.
6. Establish and maintain partnerships with relevant healthcare professionals, social service providers and other stakeholders.
7. Monitor and evaluate wellness programmes, Analyse performance information and prepare consolidated quarterly and annual reports.
8. Manage the Unit's administrative and resource requirements and perform other related duties as assigned.

Division:	Human resources, Training and Development
Post Designation:	Chief Social worker - Grade 5
1X Post:	Windhoek
Salary Scale:	N$ 372 627 - N$ 445 325
Housing Allowance:	N$17, 424.00 per annum
Transport Allowance:	N$10, 512.00 per annum

Minimum Requirements

- Registration as a Social Worker with the Health Professions Council of Namibia plus four (4) years appropriate work experience. A certified copy of maintenance card with Health Professions Council of Namibia for 2026/2027 must be attached.

Job Purpose

To implement employee wellness programmes and provide professional social work services, psychosocial support, case management and referral services to employees of the Ministry of Finance, in accordance with approved work plans.

Key Performance Areas:

1. Implement employee wellness programmes and activities in accordance with the Unit's approved annual work plan.
2. Conduct psychosocial assessments and provide appropriate social work interventions, counselling within professional competence, guidance and follow-up services to employees experiencing personal, family, social or work-related difficulties.

3. Develop and implement appropriate support plans and refer employees to specialised service providers where necessary.
4. Coordinate wellness awareness campaigns and activities on stress management, work-life balance, resilience, healthy lifestyles and workplace relationships.
5. Identify employee wellness needs and workplace psychosocial challenges and recommend appropriate interventions to the Control Social Worker.
6. Liaise with relevant business units, healthcare professionals and social service providers to facilitate employee support and referrals.
7. Maintain accurate, secure and confidential case records and documentation in accordance with applicable professional and legal requirements.
8. Collect and compile wellness statistics, monitor Programme implementation and submit timely activity reports and recommendations to the Control Social Worker.
9. Assist in developing wellness work plans, educational materials, Programme schedules and performance reports.
10. Comply with professional social work ethics, applicable legislation and Ministry policies, and perform other related duties as assigned by the Control Social Worker.

Enquiries: Kephas Munepaapa at Tel: 061-2092036 or Email: Kephas.Munepapa@mof.gov.na

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. Application forms 156043 (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 failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must). Please Note: 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 Fiscus Building.**

CLOSING DATE: 07 DECEMBER 2026

MINISTRY OF FINANCE
HUMAN RESOURCES
2026 -11- 06
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