

## MANAGEMENT CADRE

### MINISTRY OF URBAN AND RURAL DEVELOPMENT

#### DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND INFORMATION TECHNOLOGY

#### DIVISION: FINANCE

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195 – N\$ 543,728
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum
<b>(Capital Cost)</b>	:	N\$83,106)
<b>(Running Cost)</b>	:	N\$27,811)
<b>Housing Allowance</b>	:	N\$121,560 per annum

**Minimum Requirements:** A B Degree at NQF Level 7 in Accounting, Finance or Commerce plus 9 years appropriate experience.

#### Main duties of the job:

##### 1. Financial Management

Provide overall leadership and direction on financial planning, control and the implementation of the budget by the Ministry and other stakeholders, and serve as the Financial Advisor to the Accounting Officer and the entire Ministry. The specific duties and responsibilities in this regard include:

- Advising the Executive Director/Accounting Officer and Management on all financial matters;
- Ensuring effective and pro-active budget and financial planning and management of the Ministry;
- Budget preparation, implementation and control;
- Monitoring budget expenditure and adherence to Treasury Instructions;
- Preparing and submitting consolidated financial statements;
- Ensuring that the financial statements are promptly prepared and presented for auditing;
- Ensuring compliance and adherence to Financial Accounting Guidelines/Ministry;
- Preparing consolidated (recurrent and development) budget of the Ministry;
- Preparing submissions on virementation for approval internally and externally;
- Preparation of quarterly reports on budget expenditure and execution to the Accounting Officer through the Director: FHRAIT;
- Determining staffing needs and priorities of his/her Division;
- On request or on own initiative, render advisory or liaison service to staff of the Ministry on Finance related matters;
- Control the course of Expenditure in relation to appropriated funds and advise the Executive Director accordingly;
- Ensure timely compilation and the correctness of annual financial statements;
- Initiate prompt action on audit inquiries, findings and recommendations, directed to the Executive Director/Accounting Officer; and

- Coordinate budget hearings, meetings, inputs and presentations.

## 2. Administrative Functions:

- Ensure the development of his/her Division's annual activity and performance plan
- Ensure that subordinates are familiar with rules and regulations as well as relevant laws on personnel and financial management;
- Supervise, monitor and ensure the effective functioning and performance of the Division as per its assigned mandate and approved work plan and as an integral part of the Ministry and its overall organisational work plan;
- Ensure that the functions and activities of the Division are designed and carried out in conformity with the applicable policies, laws and regulations and other compliance standards and requirements;
- Provide leadership in the development of a strategic and annual plan for the Division and ensure that the Division's plans and activities are aligned to the overall plans and activities of the Directorate and Ministry;
- Ensure that all staff members of the Division have job descriptions, have signed performance agreements and their performance is reviewed/appraised as per the guidelines set by the Office of Prime Minister or instructions from his/her supervisor or the Director and;
- Perform any other assignments as may be assigned by the Director or the Accounting Officer.

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### DIVISION: ADMINISTRATION AND SUPPORT SERVICES

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195 – N\$ 543,728
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum
<b>(Capital Cost)</b>	:	N\$83,106)
<b>(Running Cost</b>	:	N\$ 27, 811)
<b>Housing Allowance</b>	:	N\$121, 560 per annum

**Minimum Requirements:** A B Degree at NQF Level 7 in Public Management/ Administration, Business Administration or related/equivalent qualification, plus nine (9) years appropriate experience.

#### Main duties of the job:

Provide overall leadership and direction on the effective execution of administration and support (auxiliary) functions and services that are critical for the effective performance of the core functions of the Ministry.

#### 1. Auxiliary/ Support Services

Effective planning, execution and control of all support/auxiliary functions/services in the Ministry namely but not exclusively:

- Transport and fleet management
- Procurement

- Stock and asset planning, control and management
- Workplace health and safety (wellness)
- Hygiene
- Document security, management and archiving and the implementation of related initiatives such as Electronic Documents Record Management System (EDRMS) and document security
- Provision of office space, equipment and furniture

## **2. Procurement**

- Coordinate and manage the effective performance of the procurement function of the Ministry and in strict compliance with the provisions of the Public Procurement Act, 2015 and its Regulations
- Any other related tasks and responsibilities as may be assigned by the Accounting Officer;

## **3. Transport**

Effective planning, acquisition, control and management of the vehicle fleet of the Ministry in line with Treasury instructions and national laws and regulations on transport

- Enforcement of vehicle usage and management procedures, rules and regulations
- Produce periodic reports on the state, adequacy and performance of the Ministry's fleet;
- Devise effective planning and scheduling of regular maintenance to prevent breakdowns and costly repairs, and to ensure vehicles are in a proper running form at all times
- Ensure timely periodic inspections of vehicles for record-keeping and compliance;
- Reconcile the bank reports and tracks fuel consumption to reduce costs and improve efficiency by monitoring driving patterns and fuel usage;
- Ensure that all fleet operations comply with industry and national regulations, including emissions, and safety standards and regular audits and updates to align with evolving regulations/policies;
- Implement measures to promote driver and vehicle safety, such as periodic safety checks and driver training;
- Ensure that vehicle accidents are timely reported, investigated and liability issues are discussed and channeled to the relevant authority for decision and handling of claims against third party/State;
- Introduce and implement an effective system for issuing, tracking and managing of keys, vehicles, fuel cards, trip authority and rules for authorising passengers (staff members) and ensure compliance thereof; and
- Introduce and implement an effective systems for the acquisition, management (inspection and control) and replacement of vehicles to ensure continuity, reliability and cost-effectiveness
- Ensure adequate budgeting, availability and control of fuel to keep the fleet running without interruptions

#### **4. Maintenance/ Asset Management**

- Ensure effective planning, management, control and maintenance of the Ministry's movable and immovable assets;
- Keep records of all assets, including their location, condition, value, and current use and functionality;
- Ensure appropriate custody, safeguarding and control of State property entrusted to the Ministry in line with the State Finance Act, 1991 and Treasury Instructions and other applicable laws;
- Manage the process of acquiring new assets, ensuring they meet the Ministry's needs and budget;
- Plan, advice and facilitate approval for purchasing or leasing of assets based on cost-benefit analysis;
- Ensure that assets are regularly maintained with a view to extend their useful life, avoid breakdowns, and reduce repair/maintenance costs;
- Scheduling of preventive maintenance and timely repairs as needed;
- Monitor and ensure proper utilization of each asset to prevent or reduce wastages;
- Identify and timely advise on obsolete and under-utilised assets that need to be disposed of or re-assigned;
- Track and advise on any decrease in value of assets over time, which is essential for accounting and financial reporting and helps in making informed decisions about when to upgrade or dispose of assets;
- Manage the end-of-life process for assets, including deciding when to replace, sell, or dispose of them and ensures compliance with disposal regulations and maximises potential resale value;
- Identification and mitigation of risks related to asset failure, such as financial loss, safety hazards, and environmental impact and often involves setting up contingency plans to handle unexpected asset issues;
- Ensure that all assets meet regulatory requirements and standards, particularly in industries with strict compliance requirements and conduct regular audits and updates to align with changing regulations;
- Support budgeting by forecasting future asset needs and associated costs and provides data for financial reports, which are essential for stakeholders and decision-makers;
- Assess asset performance to identify opportunities for cost savings, improved efficiency, or better utilisation and helps with strategic planning and investment decisions based on asset performance data;
- Ensure effective execution of the annual stock taking and inspection function in strict compliance with and implementation of Treasury Instructions and recommendations ; and
- Perform any other assignments as may be assigned by the Executive Director.

#### **5. Administrative Functions:**

- Ensure the development of his/her Division's annual activity and performance plan;
- Supervise, monitor and ensure the effective functioning and performance of the Division as per its assigned mandate and approved work plan and as an integral part of the Ministry and its overall organisational work plan;

- Ensure that the functions and activities of the Division are designed and carried out in conformity with the applicable policies, laws and regulations and other compliance standards and requirements;
- Ensure that the Division's official correspondences are done in terms of the prevailing legislations, Public Service Staff Rules and Regulations;
- Provide leadership in the development of a strategic and annual plan for the Division and ensure that the Division's plans and activities are aligned to the overall plans and activities of the Directorate and Ministry;
- Ensure that all staff members of the Division have job descriptions, have signed performance agreements and their performance is reviewed/appraised as per the guidelines set by the Office of Prime Minister or instructions from his/her supervisor or the Director; and
- Perform any other assignments as may be assigned by the Director or the Accounting Officer.

**Enquiries:** Mr. Erickson Hailaula 061 297 5105

**NOTES TO CANDIDATES:**

1. Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**
2. **Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.**
3. Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
4. Applicants for the position of Deputy Director Grade 4, Division: Finance will be subjected to Vetting process after the interview.
5. The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae/Testimonial and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director  
Ministry of Urban and Rural Development  
Private Bag 13289  
WINDHOEK**

**OR**

**Hand delivers to:**

**Human Resources Division**

**PSM CIRCULAR NO. A OF 2025. VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 JANUARY 2025, CLOSING DATE 11 FEBRUARY 2025**

**Ministry of Urban and Rural Development  
Office No. 108, First Floor  
Government Office Park, Luther Street**

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