



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

Tel.: +264 61 284-8111
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6 Aviation Road
Private Bag 13297
WINDHOEK

VACANCY

The Ministry of Mines and Energy invites suitably qualified candidates to apply for the following vacant position:

POSITION 1. DIRECTORATE ENERGY FUND
Division National Energy Fund
Subdivision Levies Collection

Post Designation: ACCOUNTANT GRADE 8
1x Post: Windhoek
Salary Scale: N\$220 828 - 263 911
Benefits: Housing Allowance: N\$13 080 p.a
Transport Allowance: N\$7 680 p.a



Minimum requirements: A National Diploma in Accounting majoring in Accounting or equivalent qualification (NQF Level 6).

Additional requirements: Applicants should have sound knowledge on Microsoft Office (Excel, Word, and PowerPoint) and Sage Evolution system (Pastel); Knowledge on Revenue and Accounts Payable; as well as interpersonal and communication skills.

Key Responsibilities:

- Collect and verify the Petroleum and Electricity levies schedules submission by the Oil Companies and Nampower monthly;
- Verify the Fuel Road Subsidy claims from the Petroleum Distributors; prepare disbursements; obtain authorization of payment;
- Process all the Fund financial transactions on the Sage Evolution system (Pastel);
- Process invoices by verifying transaction information through an online banking payment when required;
- Process invoices by verifying transaction information; schedule and prepare disbursements; obtain authorization of payment;
- Prepare financial reports such as quarterly and annual financial statements;
- Maintain historical financial records by filing accounting documents;
- Perform any other duties as may be delegated.

Enquiries:

Ms. Paulina Angala and Ms. Rebeka Naboth (Tel: 2848111)

NB: Kindly note that all foreign qualifications should be evaluated by the Namibian Qualification Authority (NQA). All Public Servants should forward their applications via their respective Human Resources Departments.

Completed Public Service of Namibia 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 Executive Director
Ministry of Mines and Energy
Private Bag 13297, Windhoek

OR

Hand delivered:
Ministry of Mines and Energy
4TH Floor

Closing Date: 06 April 2020

Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful candidates.

