



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

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Website: www.mme.gov.na

1 Aviation Road
Private Bag 13297
WINDHOEK

VACANCY

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

DIRECTORATE OF ENERGY FUNDS
DIVISION: SOLAR REVOLVING FUND
SUBDIVISION: ENERGY FUND PLANNING



Post Designation: ECONOMIST GRADE 8 (3 YEARS CONTRACT)
1x Post: Windhoek
Salary Scale: N\$220 828-263 911
Benefits: Housing Allowance: N\$13 080 p.a
Transport Allowance: N\$7680 p.a

Appointment Requirements: An appropriate B. Degree or equivalent qualification on NQF level 7 with one or more of the following major: Economics, Business Economics, Accountancy, or Cost Accounting.

Additional Requirements: Appropriate (3) years experience in project administration preferably in energy related environment plus a valid driving licence. The applicant should have sound knowledge of Microsoft Office (Excel, Word, outlook and PowerPoint).

Key Responsibilities:

- Responsible for the administration of the Green People's Energy (GPE) Project;
- Ensure that GPE Project is marketed to the Public through regional visits and other platforms;
- Analyze GPE applicant's financial status, credit, and evaluate feasibility of granting loans;
- Manage loan disbursements and loan recovery of the GPE project;
- Work with clients to identify their energy needs and provide appropriate advice and guidance to the applicants
- Handle customer complaints and take appropriate action to resolve them.

- Travel randomly to the installed solar systems for monitoring and collection of data;
- Manage and organize project data;
- Evaluate the performance and targets of the Project;
- Prepare monthly and quarterly reports for the Project; and
- Liaise with stakeholders.

Applicants must be Namibian citizens and/or public servants. Applications (Government employment application form (156043) obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and originally certified copies of educational qualifications must be submitted to:

The Executive Director
Ministry of Mines and Energy
Private Bag 13297
Windhoek

Attractive range of benefits includes 13th cheque, medical aid scheme, vacation, compassionate and sick leave. **Previously disadvantaged persons, women and persons with disabilities are strongly encouraged to apply.**

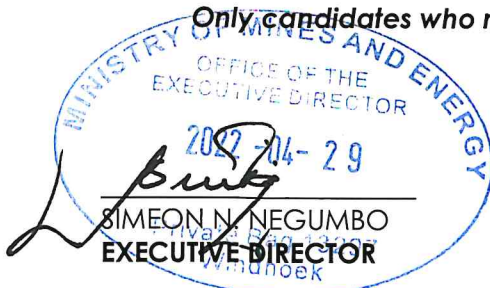
- **NB: Kindly note that all foreign qualifications should be evaluated by the Namibian Qualifications Authority (NQA). Scanned application forms and health questionnaire as well as other supporting documents will not be considered and failure to complete all items on the application form for employment and not attaching the required/necessary documents, will result in immediate disqualification.**

Closing Date: 30 May 2022

Enquiries: Human Resources Division: Ms. Candy M. Nzwala or Mr. Martin K. Masake

Telephone: 061-284 8237/8233

Only candidates who meet the advertisement requirements will be contacted.



2022-04-29
SIMEON N. NEGUMBO
EXECUTIVE DIRECTOR