



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

VACANCY

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

POSITION 6 **DIRECTORATE ENERGY FUNDS**

1X POST:	Director Grade 3
Duty Station:	Windhoek
Salary Scale :	N\$ 512 809-544 196
Motor Vehicle Allowance:	N\$ 114 475 pa
Housing Allowance:	N\$ 81 558 pa

Minimum Requirements: A relevant Bachelor Degree in Business Administration, Economics, Cost/Accounting, Commerce (or equivalent qualification) plus nine (9) years appropriate experience in the energy field or any other related fields of which three (3) years must be at Management level.

Additional Requirements:

- A post-graduate qualification on NQF Level 9 will be an added advantage;
- Effective supervision and excellent communication skills.

Key Responsibilities:

- Developing the Directorates Strategic Plans that fulfill the Ministry's aims and objectives.
- Manages and monitor departmental performance to ensure progress and strategic objectives are achieved.
- Monitors and evaluates the implementation of the departmental budget.
- Oversee the preparation of the annual budget for the National Energy Fund and the Solar Revolving Fund.
- Manage and ensure the Directorate activities are in accordance with the relevant laws and regulations.
- Develop and implement internal policies and procedures for the Directorate.
- Provide specialized advice on petroleum sector and petroleum investment to the Government.
- Perform strategic tasks as required or delegated by the Permanent Secretary from time to time.

Applications 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 certified copies of educational qualifications must be submitted to:

The Permanent Secretary
Ministry of Mines and Energy
Private Bag 13297
Windhoek

Attractive range of benefits includes 13th cheque, pension fund, medical aid scheme, assistance with relocation expenses, vacation and sick leave. ***Racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.***

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

Closing Date: 7 May 2018

Enquiries: Human Resources Division: Ms. Martha Kavijene / Mr. Ruiga Kakia
Telephone: 061-284 8111

Only candidates who meet the requirements will be contacted.