



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 10

DIRECTORATE OF ADMINISTRATION SERVICES

DIVISION: AUXILIARY SERVICES & RECORDS MANAGEMENT

1X POST:	Deputy Director Grade 4
Duty Station:	Windhoek
Salary Scale :	N\$ 478 220-502 753
Motor Vehicle Allowance:	N\$ 102 701 pa
Housing Allowance:	N\$ 68 188 pa

Minimum Requirement: A Bachelor Degree in Business Administration/Public Management/Logistic and Supply Management, Commerce/Accounting or equivalent qualification (NQA Level 7), plus nine (9) years appropriate experience of which 3 years must be at supervisory level.

Additional Requirement

- Sound knowledge on the Public Procurement Act, (Act No. 15 of 2015)
- A high level of integrity, flexibility and initiative
- Excellent report writing skills
- Effective supervision and excellent communication skills

Key Responsibilities:

- To administer the procurement process in accordance with the Public Procurement Act;
- Develop, review, update and implement internal policies and procedures relevant to the division;
- Compiles and manages the annual procurement plan of the Ministry;
- To ensure proper recording and updating of assets;
- To manage and oversee the fleet and logistics functions within the Ministry;
- To assure the availability and safe-keeping of all inventory supplies;
- Responsible for contracts management;
- To manage the maintenance of all facilities and properties of the Ministry;
- To manage and oversee the implementation of the Electronic Document Record Management System (EDRMS);
- Assist the Director in developing the Strategic Plans for the Directorate.
- Manages and monitor the Division's performance to ensure progress and strategic objectives are achieved.

- Management of Staff and execution of administrative procedures.

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.