



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 7

DIRECTORATE ENERGY FUNDS

DIVISION: SOLAR REVOLVING FUND

| | |
|-------------------------------|--------------------------------|
| 1X POST: | Deputy Director Grade 4 |
| Duty Station: | Windhoek |
| Salary scale: | N\$478 220 – N\$502 7538 |
| Motor (vehicle) Allow: | N\$102 701 p a |
| Housing Benefits: | N\$68 188 pa |

Minimum Requirement: A Bachelor Degree in Business Administration/Public Management/ Economics, Commerce/Accounting or equivalent qualification (NQA Level 7), plus nine (9) years appropriate experience in administration or related any other field, of which three (3) years must be at supervisory level.

Additional Requirements:

- Strong financial background
- Effective supervision and excellent communication skills;

Key Responsibilities: The Candidate will be responsible for the administration and management of the Solar Revolving Fund (SRF); formulation and implementation of policies and procedures of the SRF; controlling of cash flow and recovery of funds and overseeing the overall management and administration of the division. Provide financial, corporate and management advice and pursue strategic objectives through defined programs and projects. Ensuring that specific, measurable individual/team Performance Agreements are set.

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.