

POSITION: EXECUTIVE: FINANCE & ADMINISTRATION
FIVE YEAR EMPLOYMENT CONTRACT
DEPARTMENT: FINANCE & ADMINISTRATION
JOB GRADE E2

Duty Station	Head Office
Direct Supervisor	Chief Executive Officer
Primary Purpose	Overall responsible for directing, planning, and controlling the financial function of the company in accordance with generally accepted guidelines, standards, and governance frameworks and in accordance with the financial management techniques and practices appropriate within the industry. Ensure that the company is able to secure funding to undertake new projects and maintain the funding of the existing projects.
Minimum Qualifications and Experience	<p>Honors Degree in Accounting/Postgraduate Diploma in Accounting (CTA)</p> <p>Chartered Accountant (CA) registered with the institute of Chartered Accountants Namibia or South Africa (membership number to be provided) with a minimum of 10 years' experience in the related field of which five (5) should be in senior management.</p>
Field of Experience	<ul style="list-style-type: none"> Financial Management and accounting at management, senior management, and executive level
Special Requirements / Added Advantages	<ul style="list-style-type: none"> A valid driver's license MBA EDP (Executive Development Program) Working experience in Aviation industry
Key Performance Areas	<ul style="list-style-type: none"> Financial Management Financial Accounting Management Budget and Cash Flow Management Procurement and Contract Management Management and Leadership

Competencies / Skills	<ul style="list-style-type: none"> • Knowledge of relevant national laws, regulations, governance structures, directives and company strategy, policies, and procedure. • Broad knowledge and understanding of financial management, accounting and procurement principles, concepts, and methodologies. • Strategic focus and ability to think and operate at a strategic level. • Broad knowledge of team dynamics and organisational effectiveness concepts and methodologies. • Ability to communicate technical financial concepts to financial and non-financial audiences. • Solid understanding of business management and company operations. • Ability to train and develop employees and conduct user training. • In-depth understanding of Procurement Act, Public Private Partnership, International Financial Reporting Standard, Company's Act, Public Enterprise Governance Act and any other related regulations. • Ability to understand specific aviation and airport operating systems and software applications. • Basic understanding of Research methodologies and data analysis. • In-depth understanding of Budgeting principles and forecasting. • In-depth understanding of financial management. • Ability to operate specific financial and accounting operating systems and software applications. • Analytical, decisive, and problem-solving skills. • Problem analysis and resolution ability at both a strategic and functional level.
Enquiries relating to job content should be directed to:	Human Resources Department @ Tel 061 295 5000 / 5049

*For the applications to be valid, a submission must be made no later than the **6th October 2023** and should comprise of the following:*

- *Cover letter,*
- *An up-to-date curriculum vitae with at least two professional references,*
- *Certified copies of the academic qualifications*
- *A NQA evaluation report for foreign qualifications*

- *Certified copies of identity documents and all other supporting documents.*

Documents should be submitted to:

The Human Resources Department

Division: Resourcing & Relation

Namibia Airports Company

5th Floor, Sanlam Centre

154 Independence Avenue

E-mail and faxed applications will not be considered.

Only short-listed candidates will be contacted.

No documents will be returned to candidates.