

MANAGEMENT CADRE
KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: HUMAN RESOURCES, FINANCE AND ADMINISTRATION
DIVISION: FINANCE

Post Designation	:	Deputy Director Grade 4 (M)
1 x Post	:	Rundu
Scale Salary	:	N\$492,567 - N\$517,836
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 per annum

Minimum Requirement: An appropriate B Degree at NQF L7 or equivalent qualification majoring in Accounting and Finance from a recognized academic institution plus nine **(9) years** appropriate experience, **it must be noted that the experience mentioned must have been attained whilst employed in the same job category performing the same functions and duties as per PSM Circular No. 5 of 2015.**

Must be familiar with relevant legislations concerning the (Public Service Staff Rules and Accounting Policies), State Finance Act, VAT Act, Pension Act and Treasury Instruction.

Competitive field:

Only applicants from the Job Category of Accountant Grade 6 will be considered.

Candidates from outside the Public Service must have experience in related fields on middle management level.

Main Duties

- Monitor and regulate Regional Council expenditure with a view to control the monthly cash flow.
- Responsible for budget preparation, implementation and control.
- Ensure development of Management plans for the Division.
- Liaise with other Regional Council's Deputy Directors in coordinating the management of finance.
- Ensure proper financial management of the Council as per delegated functions.
- Advise Council in all financial related matters.
- Monitor budget expenditure and adhere to treasury instructions.
- Prepare consolidated (recurrent and development) budget of the Regional Council's.
- Prepare consolidated financial statements of the Regional Councils.
- Scrutinize the Regional Councils annual budget and recommend for approval.
- Ensure that the financial statements are prepared and presented for auditing.
- Develop guidelines on accounting systems for the Regional Council.
- Ensure adherence to Financial Accounting Guidelines.
- Develop and Review the Financial Management Policy of the Regional Council.
- Make submission on verimentation to the Minister.
- Ensure proper utilization of staff, plan, manage and control of the activities of the Division.
- Submit quarterly reports on budget expenditure to the Director.
- Participate in the formulation of the Council's Strategic Plan.
- Provide technical inputs in Divisional operational planning.
- Manage, coordinate and monitor financial, planning and capacity building support to settlements and constituency offices.
- Determine staffing needs, evaluate staff performance.
- Ensure that staff in the Finance Division are familiar with relevant rules and regulations such as Treasury Instructions, Public Service Staff rule etc.
- Advise the Chief Regional Officer on all financial and other relevant matters.

- On request or on own initiative rendering advisory or liaison service to staff of the Council on Finance related matters.
- Liaise with the Ministry / Stake holders / Institutions on matters relating to the financial activities of the Regional Council.
- Control the course of expenditure in relation to appropriated funds and immediately advise the Chief Regional Officer accordingly if the trend of expenditure indicates the classification is unavoidable, take steps in time to obtain prior authorization therefore.
- Check the correctness of the annual financial statements.
- Give immediate attention to all audit inquiries directed to the Chief Regional Officer.
- Coordinate Council budget hearing.
- Prepare Budget Calendar for Regional Council.

To Candidates:

All foreign qualifications must be evaluated and letter (s) from Namibia Qualification Authority (NQA) to be attached.

All Public Servant applicants should send their applications through their O/M/A Human Resource offices and confirmation letters must be attached.

An attractive range of benefits include a Housing Allowance, Transport Allowance, Service Bonus, Medical Aid Scheme, Social Security and ample Vacation and Sick leave.

NB: Applications that do not meet the above criteria or requirements shall not be considered.

Application must be submitted on latest revised form 156043 and 156094, with certified copies of identification and Educational qualifications with a comprehensive CV which must be addressed to:

Application must be submitted to:

Hand delivery to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
RUNDU**

OR

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwegere Street
RUNDU**

Enquiries: Ms. Ludgela Nangura tell: 066-266000, Ms. Anna Rosa Muyeu 066-266000
