



# MARIENTAL MUNICIPALITY

## VACANCY

**1 X SENIOR MANAGER: FINANCE, HUMAN RESOURCES & ADMINISTRATION: GRADE E1**

Mariental Municipality as an equal opportunity employer invites all interested candidates who have the necessary qualifications and experience to apply for the above-mentioned vacancy.

### **PURPOSE OF THE JOB**

To manage the overall financial planning of the Municipality. Directing and controlling of the budget, financial budgeting, human resources, procurement, investment, risk management functions to ensure that they contribute effectively and efficiently towards the achievement of the Mariental Municipality objectives and strategies.

### **KEY RESPONSIBILITIES**

- Responsible for planning, directing and controlling financial, HR, ITC and administrative functions for the Mariental Municipality by following government policies and procedures and in accordance with relevant legislation.
- Prepare financial statements and present for the approval by the CEO, annual budget, financial reports, business plans, feasibility studies, investment memoranda and all other financial and business documents as may be required from time to time by the CEO and Mariental Municipality.
- Advising Management and Council on implications of financial legislation to the Mariental Municipality objectives.
- Implements continuous financial audit and control systems to monitor the performance of the Mariental Municipality, its flow of funds, the adherence to the budget, the expenditures and income and other budgetary items.
- Ensure full management responsibility for all IT section services and activities.
- Responsible for the financial management system and ensure the extension of modules development.
- Ensure development and implementation of Mariental Municipality procurement policies.
- Oversees the maintenance of an asset Register and ensure these comply with its adopted standards and practices.
- Implements strategy for HR management and development including recruitment and selection policy/practices, discipline, grievance, counseling, pay and conditions, contracts, training and development, succession planning, morale and motivation, performance appraisals and quality management issues.

## **KEY PERFORMANCE AREAS:**

- Financial Management
- Financial Administration
- Procurement
- Governance
- Risk Management
- Monitoring Budgets Expenditure
- Administration Management

## **MINIMUM JOB REQUIREMENTS:**

- Bachelors degree NQF 7 Accounting and Finance.
- Minimum of combined 7 years professional experience in Finance, HR & Administration of which 5 years experience in managing a multidisciplinary team.
- 2 years management experience in both government and/or private sector.
- Experience in HR including knowledge of the Labour Act.
- Knowledge of Municipal finance and reporting requirements will be an added advantage.
- Strong financial background with good organizational and coordination skills.
- Experience of managing or leading an Information & Communications Technology Department or Division (or a demonstrable aptitude for this work).
- Possess excellent writing and presentation skills and ability to interact effectively with key policy makers in Namibia.

## **GENERAL:**

In return of the services, the Municipality will offer:

Salary Scale (N\$)	: N\$517 960.02 - N\$528 331.38 – N\$538 886.28
Car Allowance	: N\$10 302.75 (per month)
Cellphone Allowance	: N\$800.00 (per month)
Housing Allowance	: 20% of your monthly basic salary if you are renting a house
Housing Subsidy	: 40% of your monthly basic salary, if you are paying off a bond
Medical Aid	: 90% contribution by Council
	: 10% employee contribution
Pension Contribution	: 21,7% contribution by Council
	: 2.5% to 12.50% contribution by employee
Annual Leave Days	: 25 days
Compassionate leave	: 10 days