



NIPAM

NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

The Namibia Institute of Public Administration and Management (NIPAM) is a state-owned enterprise established by the Namibia Institute of Public Administration and Management Act, 2010, (Act no.10 of 2010). NIPAM's mission is to transform the Public Sector of Namibia into an efficient, effective and accountable system through training, operational research, capacity evaluation, consultancy and strategic partnerships.

EXECUTIVE RECRUITMENT

POSITION:	DIRECTOR: FINANCE AND ADMINISTRATION
JOB GRADE:	PATTERSON GRADE E1
SALARY RANGE:	N\$478,682.00 (TOTAL EMPLOYMENT COST) N\$722,423.00 (TOTAL EMPLOYMENT COST)

THE INCUMBENT WILL REPORT TO THE EXECUTIVE DIRECTOR.

KEY PERFORMANCE AREAS:

A. PRIMARY PURPOSE

To strategically plan, organise, control and lead NIPAM's Finance & Administration Function including Human Capital Management, Asset Management and Procurement.

B. KEY PERFORMANCE AREAS

1. Provide strategic direction for the Finance and Administration Centre

- Directs and administers the department's business activities to ensure attainment of departmental goals and policies, aligned to the overall NIPAM strategic business plan.
- Directs the development of strategies and business extensions consistent with short- and long-range objectives of the department. Analyzes and appraises, regularly and systematically, the effectiveness of all project operations to ensure that established objectives will be met, that departmental policies will be observed, and that prompt corrective action will be taken when necessary.
- Recommends changes in existing policies, necessary to improve conduct of business for the approval of the Executive Director.
- Set the divisional objectives and performance standards.
- Design and manage internal control and governance framework systems and appropriate preventative measures.

2. Develop and Manage the Budget

- Guides the preparation of NIPAM's overall annual financial budget and oversees the implementation thereof.
- Design and implements effective budget controls.
- Reviews prepared financial reports, budgets and cost reports prepared by the Finance Manager.

3. Governance and Reporting

- Manages and oversees Governing Council Sub-committees and Training and Development Board processes and plans.

4. Develop and implement Financial Systems and Processes

- Administers and manages the funds of NIPAM according to policies, rules and regulations.
- Ensures the development, monitoring and implementation of internal Financial, Procurement and Asset Management policies, procedures, systems, processes and controls.
- Manage the timely preparation of financial statements and submit for inclusion in the annual plan.
- Implements prudent financial management mechanisms aligned to world best practices and sound governance principles.
- Ensure effective operation systems for finance, control, budget, fixed asset management and processes of payments.

5. Oversee and implement Human Capital Systems and Process

- Oversees the efficient Management of a comprehensive Human Capital policy framework aligned to NIPAM's strategic imperatives.
- Oversee the implementation of talent/retention and succession management strategies
- Develop, monitor and implements internal Human Capital Management procedures, systems, processes and controls.
- Oversee and manage the process of developing and submitting the annual affirmative action reports to the Ministry of Labour.
- Monitor and control the employee relations, wellness and industrial relations function.
- Monitors the effectiveness of Human Capital systems and procedures through feedback from users
- Oversees the implementation of an effective performance measurement system to enhance individual performance and to develop all NIPAM employees.
- Oversees the creation of a platform for continuous learning, innovation and creativity.
- Oversees the checking and approval of the payroll and advises where necessary.
- Authorises and releases payroll and forward to the bank
- Provides print-out from the bank to the ED to approve release of salaries
- After signing by the ED, confirm finally with the bank to release salaries to staff and returns files to HR
- Assist with the preparation of PAYE returns and related reports on regular basis.
- Ensure exporting payroll files from VIP into the financial processing system AccPac at each month-end.

6. Provide Financial Advice, Reporting and Information Services

- Establishes the necessary informational and reporting mechanisms that will ensure user satisfaction.
- Prepares financial reports that requires holistic analyses and presents to management and/or Board according to delegation of authority principles.
- Provides financial advice across a wide spectrum of financial matters of a more complex nature.
- Ensures that financial and related information flow is effective and thus adds real value.
- Manage the timely preparation of financial statements and submit for inclusion in the annual plan.

7. Controlling income, cash flow and expenditure

- Review reports prepared monthly by finance manager, including management accounts, debtor's creditors and cash flow reports.
- Manage returns on investment for NIPAM.
- To advise the Executive Director and manage moneys received and regulation of liability of NIPAM.
- Keep records of the financial transactions, accounts, assets and liabilities
- Manage reserve account into which surplus money may be deposited and from which any investments contemplated in Section 34 subsection (4) of the NIPAM Act (Act 10 of 2010) may be drawn.
- After the end of each financial year, annual financial statements to be prepared in accordance with generally accepted accounting practice, inclusive of an income statement and balance sheet in respect of that financial year, for adoption by the Council.

8. Manage and monitor the implementation of the performance management system

- Oversees and aligns the budget to the Department's requirements, projects and initiatives
- Reviews performance of direct reports, provides positive feedback and guides rectifying behaviour as necessary to the department, including taking remedial action regarding the training and development of staff members as per their PDPs.
- Manages the appropriate distribution of responsibilities and accountabilities within the department.
- Ensures that internal and external communication, geared at providing customer service excellence is provided by the department.

9. Resource Management

- Oversees and aligns the budget to the Department's requirements, projects and initiatives
- Oversees and provides leadership on the implementation of the performance management system to enhance individual performance and the achievement of its performance targets
- Reviews performance of direct reports, provides positive feedback and guides rectifying behaviour as necessary to the department, including taking remedial action regarding the training and development of staff members as per their PDPs.
- Manages the appropriate distribution of Responsibilities and accountabilities within the department.
- Leads the department towards embracing and utilizing ICT towards innovation in order to enhance operational efficiency within the department.
- Ensures that internal and external communication, geared at providing customer service
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10. Develop Procurement and estate management strategy, policies, systems and procedures.

- Drafts Estate strategy of NIPAM.
- Reviews five yearly and annual maintenance plan.

11. Stakeholder relationship and advisory services

- In conjunction with the Executive Director, advise NIPAM's management on the organization's risk exposure by participating in regular risk assessment programmes.
- Provide technical advice and support to non-financial personnel.
- Maintain effective networks with Office of the Prime minister, customers and suppliers.

12. People Management

- Manage staff in line with NIPAMs principles, policies and procedure.
- Directs immediate subordinates in the management of their assigned areas to ensure that their responsibilities to attain objectives and satisfactory operation and performance are met in a way that is consistent with established policies and programs.

13. Personal effectiveness and competency development

- With guidance from supervisor compiles and implement own Performance agreement according to set guidelines.
- Takes proactive action in respect of recording and providing evidence in support of regular performance reviews undertaken with the supervisor.
- Within set timeframes completes own annual personal development plan for review by supervisor.
- Attends approved developmental programmes and ensures learning takes place in order to close any identified skills gaps within agreed periods.

C. JOB SPECIFICATIONS

Minimum Educational Qualification: A Postgraduate Qualification in Finance , Business Administration, Human Resources Administration or a related field at NQF Level 8 A Masters of Business Administration will be an added advantage.

Minimum Experience Required: A minimum of 10 years' relevant working experience of which 5 years at a senior management level.

1. Knowledge

Strategic Leadership Models, Corporate Governance, Relevant functional models/practices (Financial and HR), National structures and protocols, International Financial and HR Models, Systems and Protocols, Financial Planning and Administration.

2. Skills

Inductive- and Deductive Reasoning, Strategic Leadership, Interpersonal Relations, Conflict Management, Analytical and Numerical.

3. Attributes / Attitudes

Emotional- and Intercultural- Intelligence, Results driven, People- and Service- Centred, Passion for Nation Building, High Stress Tolerance and Integrity.

NIPAM is an equal opportunity employer and encourages applications from designated groups e.g. women and persons with disabilities, in particular, in terms of the Affirmative Action (Employment) (Act No. 29 of 1998). Applications should include a Curriculum Vitae, Certified copies of qualifications and Identification document or passport.

The closing date for applications is **23 August 2021** at 16:00 PM. Applications should be emailed to recruitment@nipam.na.