



EXTERNAL ADVERTISEMENTS (12 MONTHS FIXED TERM)

1. POSITION: TEMPORARY ASSISTANT ACCOUNTANT X 2

The incumbents will report to the Financial Accountant and Management Accountant.

KEY PERFORMANCE AREAS

Accounts Payable:

- The monthly filing of Expenses Files to ensure the completeness of operating expenses.
- Ensures all the required supporting documentation is in place.
- Timely capturing of supplier invoices on the AccPac System.
- Ensures the Creditor's reconciliation for the entire Creditors Age Analysis is done monthly.

Monthly Reconciliations:

- Creditors Reconciliations.
- Remuneration Expenses Account Reconciliations in AccPac versus the VIP reports.

VAT Reconciliation:

- Reconciles the VAT Tax Tracking Reports with AccPac VAT Control Accounts for FY2023/24.

Accounts Receivable:

- Assists the Management Accountant in getting all the files ready.
- Obtains all documentation to populate the individual debtor files to be ready for year end.
- Performs follow ups with debtors.
- Analyses monthly debtors age and outstanding amounts and recommend for collection.
- Efficiently handles debtors' statements, external collectors, and queries.
- Develops repayment schedules and debt agreements.

External Audit:

- Assists with filing back all the requested documents in the External and VAT Audit files.

Ad-hoc duties

- Assist with any additional tasks in the department within their scope of duties.

Directors: George Simataa (Chairperson), Nashilongo K. Shivute (Vice-Chairperson), Petrus T. Nevonga, Evelyn Zimba Naris, Delvaline Möwes, Matthew Gowaseb, Emmanuel S. Masule, Magreth Mengo, Jan J. Nitschke

Acting Executive Director: Rebekka Kakololo
Company Secretary: Fuller & Associates

All official correspondence should be addressed to the Executive Director

QUALIFICATIONS

Minimum Qualifications

- A Bachelor's Degree in Accounting / Finance (NQF Level 7) from an accredited university.
-

2. POSITION: TEMPORARY BUSINESS SUPPORT OFFICER X 2

The incumbents will report to the Senior Lecturer and Consultant.

KEY PERFORMANCE AREAS

Training:

- Administration of effective and efficient training logistics and delivery.
- Handles the printing of training certificates.
- Timely capturing of evaluation reports.
- Compiles and disseminates statistical information on training attendance, assignments, and certification.
- Maintains records and filing of all training material, including attendance registers, feedback forms, and certificates.

Consulting Services:

- Implements frameworks to ensure efficiency and effectiveness in the Public Sector and undertakes consultancies.
- Develops responsive tools, offers practical and implementable solutions based on best practices aimed at people, systems, processes and procedures.
- Identifies consulting opportunities across the Public Sector through tenders/expressions of interest.
- Prepares, submits, and presents proposals for identified consulting or tendering opportunities and/or on the invitation
- Facilitates the service level agreement process.
- Assists with the execution of consultancy assignments related to the business centre as or when required.
- Assists with the compilation and presentation of consulting reports to the clients.

Directors: George Simataa (Chairperson), Nashilongo K. Shivute (Vice-Chairperson), Petrus T. Nevonga, Evelyn Zimba Naris, Delvaline Möwes, Matthew Gowaseb, Emmanuel S. Masule, Magreth Mengo, Jan J. Nitschke

Acting Executive Director: Rebekka Kakololo
Company Secretary: Fuller & Associates

All official correspondence should be addressed to the Executive Director

Research:

- Assists with the analysis of relevant challenges and emerging issues facing the Public Sector and comes up with innovative solutions.
- Assists with the design and implementation of research, from developing the methods, up to interpreting and disseminating the results.
- Utilises research results to plan to develop and implement NIPAM's objectives in terms of consulting and lecturing.
- Studies and documents good practices, success and failure stories and create a bank of such practices for public sector capacity building.

Administration:

- Assists the Academic Affairs Business Centre in organising debates, workshops or seminars/webinars on topics related to public management and administration.
- Supports the promotion of collaboration and partnerships between public administrations and civil society organizations at central, regional and local levels, as well as with other institutions and bodies with similar objectives.
- Assists with the provision of information for a monthly report on centre effectiveness and consulting.
- Participates in business centre's day to day operations.
- Provides project administration support to the team.

QUALIFICATIONS

Minimum Qualifications

- B.Degree in Public Administration / Business Administration/ Commerce/ Human Resource/ Organisational Development or equivalent qualification (NQF Level 7)

3. POSITION: TEMPORARY ICT OFFICER X 1

The incumbent will report to the ICT Analyst: Application Specialist.

KEY PERFORMANCE AREAS

Support Services/Training:

- Assists in the day-to-day operation and performance of the Service Desk
- Trains users on using NIPAM's Systems, e.g. email, audio-visuals, video conferencing etc.
- Liaises with users by phone and decides whether problems or needs are software related or a

Directors: George Simataa (Chairperson), Nashilongo K. Shivute (Vice-Chairperson), Petrus T. Nevonga, Evelyn Zimba Naris, Delvaline Möwes, Matthew Gowaseb, Emmanuel S. Masule, Magreth Mengo, Jan J. Nitschke

Acting Executive Director: Rebekka Kakololo
Company Secretary: Fuller & Associates

All official correspondence should be addressed to the Executive Director

lack of understanding of procedures.

- Responds to incoming calls per priorities and agreed service levels.
- Attends to tickets logged on the Service Desk System.

Help-desk Services:

- Deals with enquiries and provide advice by phone, email, social media and drop-ins.
- Provides adequate 1st level IT support to customers
- Accurately records calls to the Information Technology Helpdesk using paper-based and computerised systems and procedures.
- Follows-up and resolves query/problem within agreed times.
- Monitors trends of requests and problems and identifies preventative or contingency plans to fix causes.

Fault Finding/ Fixing:

- Assists with investigating and resolving higher-level faults that occur and escalate these to the appropriate area.
- Assists with recording incidents and resolutions using the Service Desk software.
- Assists with maintenance of the IT equipment, asset management and other record-keeping activities.

Network and Communication Support:

- Operates, maintains and troubleshoots network systems.
- Operates and maintains audio-visuals, video conferencing and data communications systems.
- Assists users and clients with data communication systems.
- Installs computer hardware, network software, operating system software and application software.

QUALIFICATIONS

Minimum Qualifications:

- Degree in IT or relevant qualification (NQF Level 7)

4. TEMPORARY GOVERNANCE AND COMPLIANCE ASSISTANT X 1

The incumbent will report to the Governance and Compliance Officer.

Directors: George Simataa (Chairperson), Nashilongo K. Shivute (Vice-Chairperson), Petrus T. Nevonga, Evelyn Zimba Naris, Delvaline Möwes, Matthew Gowaseb, Emmanuel S. Masule, Magreth Mengo, Jan J. Nitschke

Acting Executive Director: Rebekka Kakololo
Company Secretary: Fuller & Associates

All official correspondence should be addressed to the Executive Director

KEY PERFORMANCE AREAS

General Office Administration:

- Assists in ensuring originals of all contracts, agreement, policies and other official documents are received and maintained.
- Assists in monitoring the expiry dates of all contracts and agreements and alert the Governance and Compliance Officer.
- Assists in maintaining, updating and tracking the budget vote of the unit.
- Assists in arranging meeting logistics of the Governing Council, Training and Development Board and Executive Management.
- Assists to organise refreshments for all governance meetings.
- Attends to general secretarial duties, photocopying, faxes and telephone/messages.
- Assists in ensuring that NIPAM letterheads and website are updated with Governing Council members' information.

Administration services to the Governing Council, Training and Development Board, sub-committees and Exco:

- Assists in compiling of meeting packs for the Governing Council, Training and Development Board, Sub-committees, ExCo and General Management.
- Assists to scribe minutes of the General Management meetings.
- Distributes meeting packs to the Governing Council, Training and Development Board, Sub-committees and Executive Management meetings.
- Assists to compile a list of resolution after every General Management Meeting.

QUALIFICATIONS

Minimum Qualifications

- Diploma in Business Administration or equivalent with Company or Commercial Law

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 an Application Letter, Curriculum Vitae, Certified copies of qualifications and Identification document or passport.

The closing date for applications is **12 June 2024 at 16:00 PM**. Applications should be emailed to recruitment@nipam.na

Directors: George Simataa (Chairperson), Nashilongo K. Shivute (Vice-Chairperson), Petrus T. Nevonga, Evelyn Zimba Naris, Delvaline Möwes, Matthew Gowaseb, Emmanuel S. Masule, Magreth Mengo, Jan J. Nitschke

Acting Executive Director: Rebekka Kakololo
Company Secretary: Fuller & Associates

All official correspondence should be addressed to the Executive Director