



EXTERNAL ADVERTISEMENT

1. MANAGER: INFORMATION COMMUNICATION TECHNOLOGY (ICT)

The incumbent will report to the Director: Finance and Administration.

PATTERSON	:	GRADE D2
MINIMUM	:	N\$ 457,955. 00 (Total Employment Cost)
MAXIMUM	:	N\$ 595,342. 00 (Total Employment Cost)

PRIMARY PURPOSE

The position is responsible for developing and maintaining a structured environment to facilitate the implementation, management, and security of the Information Technology (IT) infrastructure and business support systems.

The position supervises two (2) subordinates.

KEY PERFORMANCE AREAS

- ICT Infrastructure, Maintenance and Planning
- ICT Policies ,Procedures and Management
- ICT Efficiencies and Departmental Effectiveness
- ICT Reports and ICT Business Continuity
- Staff Management

EXPERIENCE AND QUALIFICATIONS

Minimum Qualifications and Experience

- A Bachelor Degree (NQF Level 7) in Information Technology, Computer Science or equivalent qualification;
- A professional certification (in ITIL /COBIT /Project Management) will be an added advantage.

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

Executive Director: Dr. Heroldt Vekaama Murangi
Company Secretary: Brian Chaka

All official correspondence should be addressed to the Executive Director

- A minimum of 5 years of relevant working experience in an ICT environment of which 3 years should have been at supervisory level.

2. SENIOR FINANCIAL AND MANAGEMENT ACCOUNTANT

The incumbent will report to the Manager: Finance.

PATTERSON : GRADE D1

MINIMUM : N\$ 426, 483. 00 (Total Employment Cost)

MAXIMUM : N\$ 554, 428. 00 (Total Employment Cost)

PRIMARY PURPOSE

The position is responsible for the management of accounts receivable and accounts payable, overseeing debt collection, revenue recognition, and ensuring accurate financial reporting.

The position supervises two (2) subordinates.

KEY PERFORMANCE AREAS

- Accounts Payable Management
- Cash Management
- Financial Administration
- Preparation of Management Accounts
- Management of Fixed Assets
- Budget Management
- Audit Preparation
- Accounts Receivable Management
- Staff Management

EXPERIENCE AND QUALIFICATIONS

Minimum Qualifications and Experience

- A Honours Degree (NQF Level 8) in Finance / Accounting or related qualification
- A minimum of 6 years relevant working experience of which 3 years should have been at supervisory level.

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- Working knowledge of financial system such as AccPac and/or Pastel.
- Completion of articles with a registered Audit/Accounting firm or equivalent qualification will be an added advantage.

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).

Note: All foreign obtained qualifications must be accompanied by an evaluation from Namibia Qualification Authority. Applications should include a Curriculum Vitae, Certified copies of qualifications and Identification document or passport.

The closing date for applications is **26 February 2025 at 16:00 PM.** Applications should be emailed to recruitment@nipam.na

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