



MUNICIPALITY OF OTJIWARONGO

EXTERNAL ADVERTISEMENT

The Municipality of Otjiwarongo is established in terms of the Local Authorities Act, 1992 (Act 23 of 1992), as amended. As an equal opportunity employer, it invites suitably qualified candidates who meets the minimum qualifications and experience to apply for the below-stated vacant position.

Vision

"To evolve into a world class smart city and vibrant economic hub of service excellence and shared prosperity"

Mission

"To efficiently and responsively serve the Otjiwarongo community towards growth and development"

STRATEGIC EXECUTIVE: FINANCE AND ASSET MANAGEMENT

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| Salary | N\$ 627 300.00 p/a |
| Car allowance | N\$ 124 164.00 p/a |
| Cellphone Allowance | N\$ 9 600.00 p/a |
| Fuel Allowance | N\$ 24 000.00 p/a |
| Housing benefits | 40% of Basic Salary on bond 20% of Basic Salary on rent |
| Medical aid | 90% Company contribution 10% Member contribution |
| Pension benefit | 21% Company Contribution (Employee contribution vary from 10%-20%) |
| 13th Cheque | N\$ 52 275.00 |

PRIMARY PURPOSE OF THE JOB

- To serve as the Chief Financial Officer of the Municipality, responsible for planning, directing, controlling and administering the financial affairs of the municipality and carrying out all of the statutory responsibilities and duties as the Treasurer of the Municipality.
- To serve as a policy advisor to the Town on fiscal, financial, informational and accounting matters. To develop, implement control and maintain policies and strategies regarding the financial affairs of the Municipality.
- To manage the Treasury Department in its statutory, operational, custodial and advisory responsibilities.

- To achieve financial sustainability through prudent financial management, enhanced revenue growth and reduced financial losses.

KEY PERFORMANCE AREAS

- Prepare reports to Council, Government Agencies, the Public and Internal Departments on Finance matters.
- Establish and implement receivable standards, systems and internal controls.
- Establish and implement accounts payable standards, systems and internal controls.
- Prepare financial reports and all other related reports to Council.
- Participate in development and implementation of policies of Council.
- Assist the CEO to develop a strategic plan for the Municipality.
- Prepare annual operating and capital budgets for the Municipality.
- Approve all procurement within the limits set out in the Delegation of Authority.
- Improve Liquidity, Budget Control, Cost Containment, Cash flow and Treasury Management.
- Champion capacity building and performance in the department.
- Ensure adherence to governance and compliance regulations.

MINIMUM JOB REQUIREMENT

- Relevant Honours Degree in Accounting, Finance or Commerce with at least six (6) years relevant experience, four (4) of which should be at Management Level, or
- Relevant Bachelor's Degree in Accounting, Finance or Commerce, with at least eight (8) years relevant experience, six (6) of which should be at Management Level.
- A valid Driving Licence.

The Following will be added advantages:

- Completed Articles and/or an MBA specializing in Accounting or Finance.
- Completion of a Management Development Programme.
- Knowledge of the Local Authorities Act

PSYCHOMETRIC TESTING: Shortlisted Candidate will be subjected to a Psychometric Assessment

*****PLEASE NOTE*****

Completed Application Form accompanied by Certified Documents to be **emailed** to Aruak.Invest@iway.na

Only shortlisted candidates will be contacted, and no documents will be returned.

CLOSING DATE – 18 APRIL 2025.

Crede: "Together for a Smart, Vibrant and Sustainable Otjiwarongo of Excellence"

