



## MUNICIPALITY OF OTJIWARONGO

### EXTERNAL ADVERTISEMENT

The Municipality of Otjiwarongo, as established in terms of the Local Authorities Act, 1992 (Act 23 of 1992), as amended, invites suitably qualified candidates who meet the minimum qualifications and experience to apply for the below vacant position. All applications should reach the office of the **Acting Human Resources and Wellness Officer** on or before **15<sup>th</sup> August 2025 at 12H00**

#### 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"***

#### NOTICE 22/2025

#### MANAGER: FINANCE, INFORMATION TECHNOLOGY AND ASSET MANAGEMENT

**REMUNERATION SCALE:** N\$ 537 512,88 Per Annum

**HOUSING ALLOWANCE:** N\$ 215 005.20 Per Annum

**VEHICLE ALLOWANCE:** N\$ 111 096.00 Per Annum

#### PURPOSE OF THE JOB

To oversee departmental functions of Finance, IT & Asset Management, ensuring efficient and effective accounting of income, control of expenditures and accuracy and integrity of financial information to support operational needs of Municipality of Otjiwarongo.

#### KEY PERFORMANCE AREAS:

- Develops work plans that prioritize work components in alignment with the departmental goals.
- Monitors the overall debt collection by enforcing the policy and reporting untraceable debtors to SE: Finance for further action.
- Manages the entire revenue collection of the Council and ensures sufficient cash inflow in order for the Council to meet its day-to-day financial obligations.
- Manages entire billing system and revenue collection cycles.
- Draft and compile the annual operational and capital budget statements with the Head of Departments in conjunction with the SE: Finance.
- Manages the entire procurement process and procedures, monitors delivery as per requirements.
- Coordinates all financial general ledgers / sub-ledgers, creating journals for corrections and balancing ledgers.
- Audit verification for output and input tax summaries before completion of VAT Returns.
- Completes all statutory reports, including reporting to the Namra and other stakeholders.
- Oversees work activities and functions of subordinates and allocates work accordingly

#### MINIMUM JOB REQUIREMENTS:

- Bachelor Degree in Accounting and Finance with five (5) years' relevant experience or
- Diploma with eight (8) years' relevant experience
- Five (5) years' experience in Financial Management, of which three (3) years should have been in a supervisory position
- Knowledge and use of software programs for capturing financial statement and reports

#### GENERAL:

- Ample vacation and sick leave
- Pension fund
- Medical Aid (10/90 ratio)
- 13<sup>th</sup> cheque
- Housing Scheme

#### COMMENCEMENT DATE

The successful candidate is expected to commence with duty on **01<sup>st</sup> October 2025**

#### \*\*\*PLEASE NOTE\*\*\*

**Completed Application Forms** accompanied by Certified Documents should be posted or hand delivered to the below street or postal addresses. No documents will be returned and only short-listed candidates will be notified **and no faxes or emails will be accepted.**

**Enquiries: Ms. Laudia Hamukwaya: SE: Finance, IT & Asset Management**

Municipal Offices

2 Kreft Street-

OTJIWARONGO

18 July 2025

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