

CENTRAL PROCUREMENT BOARD OF NAMIBIA

Job Profile

Job title: Accountant

Duty Station: Central Procurement Board, Windhoek

Commencement date: as soon as possible

Expected duration: Permanent (after six months probationary period)

Level: TBA

About the Central Procurement Board

Central Procurement Board of Namibia (CPBN) in terms of Public Procurement Act, 2015 (Act 15 of 2015) is a juristic person with the principal objects to conduct the bidding process on behalf of public entities for the award of contracts for procurement or disposal of assets that exceed the threshold prescribed for public entities; to enter into contracts for procurement or disposal of assets on its own behalf or on behalf of public entities awarded by the Board; and to direct and supervise accounting officers in managing the implementation of procurement contracts awarded by the Board.

Roles and responsibilities

This position reports into the Manager of Finance and Administration. This function provides financial oversight and support to all Central Procurement Board activities, including the development of financial policy and system.

Specific duties:

He or she will have the following responsibilities and functions:

- To oversee all aspects of finance and ensure that Central Procurement Board policies and procedure are effectively implemented and compiled with.
- Provide support and assist the Manager: Finance and Administration
- Document financial transactions by entering financial information
- Maintain accounting controls by preparing and recommending policies and procedures
- Validates financial transactions by auditing documents

Qualifications, Skills and Competencies

- Bachelor's degree in Accounting or Commerce
- A minimum of 8 years' experience, with 5 years in a senior position.
- Hands-on experience with accounting software packages
- Budget development and budgetary control including variance analysis.

- Knowledge of finance, accounting, budgeting and cost control principles in line with GAAP;
- Knowledge of automated financial and accounting reporting systems;
- Ability to analyse financial data and prepare financial reports, statements and projections;
- Experience of professional written and verbal communication and interpersonal skills

CLOSING DATE: 31 AUGUST 2018 E **NQUIRIES: HR MANAGER EMAIL: hr@cpb.org.na**

SUBMIT A CV WITH MAXIMUM FIVE (5) PAGES WITH CERTIFIED QUALIFICATIONS

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

NO E-MAIL APPLICATIONS WILL BE ACCEPTED

ADDRESS FOR SUBMISSION:

HAND DELIVERY:

MANDUME PARK

1 TIENART STREET

WINDHOEK

POSTAL ADDRESS:

PO BOX 23650

WINDHOEK

ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE