

CENTRAL PROCUREMENT BOARD OF NAMIBIA

Terms of reference

Job title: Manager Finance and Administration

Duty Station: Central Procurement Board, Windhoek

Commencement date: as soon as possible

Expected duration: Five (5) Year Contract (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 Deputy Administrative Head and is responsible for all financial and fiscal management aspects of the CPBN operations, provide leadership and coordination in the administrative, business planning, accounting and budgeting efforts of the CPBN. Ensure that financial policies and procedures are adhered to.

Specific duties:

He or she will have the following responsibilities and functions:

- Development and implementation of financial policies
- Develop and Manage Divisional Operational Budget
- Manage own Performance and Development as well as for Direct Reports
- Perform Customer Relations Related Duties
- Key member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the organisation's strategic objectives sustainably and in the public interest;
- Should be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and alignment with the organisation's financial strategy; and
- Should lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.
- Financial Management Planning
- Budget Development and Tracking
- General Administration

- **Qualifications, Skills and Competencies**
- Bachelor's degree in Finance or Accounting;
- A minimum of 10 years' experience in Financial Management or Accounting Environment of which five (years) should have been served in a supervisory position;
- Knowledge of finance, accounting, budgeting and cost control principles in line with GAAP/IFRS;
- Knowledge of automated financial and accounting reporting systems;
- Ability to analyse financial data and prepare financial reports, annual financial statements and projections;
- Experience of professional written and verbal communication and interpersonal skills
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects;
- Excellent organisational skills;
- Proven ability to work under pressure and under tight deadlines;
- Be able to think strategically, and prioritize among competing demands;
- Extensive knowledge of office management principles and procedures
- Demonstrated ability to maintain confidentiality

CLOSING DATE: 31 MAY 2019

ENQUIRIES: HR MANAGER EMAIL: hr@cpb.org.na

**SUBMIT A CV WITH MAXIMUM FIVE (5) PAGES WITH CERTIFIED QUALIFICATIONS; ALL FOREIGN QUALIFICATIONS MUST BE VERIFIED BY NQA
ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED
NO E-MAIL APPLICATIONS WILL BE ACCEPTED**

ADDRESS FOR SUBMISSION:

HAND DELIVERY:
MANDUME PARK
1 TIENERT STREET
WINDHOEK

POSTAL ADDRESS:
PO BOX 23650
WINDHOEK

ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE