



VACANCY ANNOUNCEMENT

The Electricity Control Board (ECB) is a statutory electricity regulator established by the Electricity Act, 2000 (Act No. 2 of 2000) which Act was repealed by Act 2007 (Act. No. 4 of 2007). The ECB has the core responsibility of exercising control over the electricity supply industry (ESI) and regulation of generation, transmission, distribution, supply, use, import and export of electricity in Namibia. It is also responsible for the regulation of electricity tariffs and quality of supply and service.

FINANCE MANAGER (D4)

REPORTS TO: GM FINANCE AND ADMINISTRATION

PURPOSE OF THE JOB

To develop and manage the financial management function within ECB and ensure the efficient processing of all financial transactions, the provision of financial support services such as budgeting and variance reporting, and generally the effective management of all financial transactions as they impact the financial statements. Furthermore, to manage procurement and office support services. Lastly, to advise management on the monthly financial position and recommend financial solutions / improvements to the GM: Finance.

DUTIES AND RESPONSIBILITIES

- Manage and control financial accounting system, processes and procedures
- Prepare financial reports and annual financial statements and coordinate audits
- Develop and coordinate financial information system and reports
- Manage and provide management accounting services
- Manage the procurement function and coordinate the tendering process
- Manage and coordinate the payroll support services
- Manage and coordinate the payment services
- Manage and coordinate the billing and collection services (Levy, licenses)
- Manage and coordinate investment accounting services
- Manage and improve financial efficiencies and service levels
- Manage and coordinate the preparation of organizational budget
- Manage the organization's funds
- Develop effective internal control systems
- Manage the divisional budget
- Preparation of divisional strategic plans
- Risk management process
- Financial analysis and strategy

REQUIREMENTS

- B degree in Commerce, Accounting and Business Planning
- 10 years of relevant work experience of which 3 must be at a managerial level
- Articles or CA will be an added advantage
- Driving licence

PERSONAL ATTRIBUTES

- Coaching and mentoring skills
- Critical, independent and analytical thinking
- Computer literacy
- Good Decision-making skills
- Group problem solving
- Influencing skills
- Interpersonal skills
- Logical reasoning ability
- Planning skills
- Presentation skills
- Project management skills
- Report writing skills
- Written and oral communication skills

APPLICATION PROCEDURE

Individuals meeting the above-mentioned requirements should submit their application documents comprising a comprehensive CV, certified copies of academic qualifications and other relevant supporting documents to:

Manager: Human Resources & Administration

Electricity Control Board
P.O. Box 2923
Windhoek

Or Hand delivered to: **ECB House, 35 Dr. Theo-Ben Gurirab Street**, Windhoek
Tel: +264 61 374 300

Note: No documents will be returned. Only short-listed candidates will be contacted. Any form of misrepresentation by an applicant will result in an automatic disqualification.

CLOSING DATE: 27 March 2020

ENQUIRIES:

Mrs. Veronica Ethingo