



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE

VACANCIES

DEPARTMENT ECONOMIC POLICY UNIT

Post designation: Deputy Executive Director Grade 2
Number of posts: One (1)
Duty station: Windhoek
Salary scale: N\$ 600 319 - 637 063 per annum
Housing allowance: N\$ 142 104 per annum
Motor vehicle allowance: N\$ 149 351 per annum (Capital costs N\$ 116 340, Running costs N\$ 33 011)

MINIMUM REQUIREMENTS:

A B-Degree at NQF Level 7 in Taxation, Economics, law, Accounting, plus 9 years' appropriate experience of which five (5) should be at Director Grade 3 or equivalent. **A Master Degree in Taxation, Economics, Law, Accounting will be added advantage.**

ADDITIONAL REQUIREMENT:

Good knowledge and understanding of the Economic Policy. Candidates should possess good interpersonal relationship skills with proven Managerial and Leadership skills. Experience in the Economic Policy will be an added advantage.

DUTIES AND RESPONSIBILITIES:

- Oversee the undertaking of research in areas of macroeconomics, fiscal policy, tax and customs and excise, legal analysis and for evidence-based policy formulation and review.
- Oversees the development of the national tax system, its revenue productivity and public credibility in fostering economic growth, Social policy objectives.
- Lead the formulation and legal drafting of tax; customs & excise policies and carry out public consultations as an integral part of drafting the tax proposals.

- Lead the macro and microeconomic impact of the tax, customs and excise and fiscal policy proposals on aggregate economic activity (economic growth, investment, consumption, inflation etc.) and income distributional analysis arising from the tax and excise incidence,
- Oversee revenue forecasting function, and provide leadership for the Revenue Analysis Working Committee, comprising the Ministry, Bank of Namibia and NamRA for the budget and Medium-Term Expenditure Framework.
- Oversee the development and proposals of tax reform measures to advocate the socio-economic policies of Government.
- Ensure that the economic impact analysis of tax; customs & excise policy proposals is undertaken and the implementation of adopted tax; customs & excise policies are monitored and regularly reviewed.
- Oversee the formulation of fiscal policy proposals for the budget and undertaking tax expenditure analysis annually.
- Develop and/or oversee a national Tax, Customs, and excise policy framework to inform International Tax Treaties and Agreements; and
- Develop the Capacity to review and model the distributional impact of tax policies and the adjustments thereof.
- Coordinate the production and timely submission of the National Climate Change Strategy & Action Plan quarterly matrices

NB: CANDIDATES WILL BE SUBJECTED TO SECURITY CLEARANCE PROCESS

Application procedure:

- Applicants must be Namibian Citizens.
- Application forms 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents.

- All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).
- Applicants who fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.
- Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service (**NB: TESTIMONIALS WITH EXPERIENCE SPECIFICATIONS IS A MUST**).

- Only short-listed candidates will be notified, and no documents will be returned.

- Applications must be addresses to: The Executive Director Ministry of Finance Private Bag 13295 Windhoek or hand delivered at: **Ground Floor East Wing Fiscus Building.**

NB: In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.

Enquiries to be Directed to:

Mr. Justus Mwfongwe
Deputy Executive Director
Ministry of Finance
Tel no. 061 – 209 2976
E-mail: Justus.Mwfongwe@mof.gov.na

CLOSING DATE: 13 APRIL 2026

DEPARTMENT: PUBLIC PROCUREMENT POLICY DIRECTORATE: PROFESSIONALIZATION AND CAPACITY STRENGTHENING

Post designation: Director Grade 3
Number of posts: One (1)
Duty station: Windhoek
Salary scale: N\$ 554 603 – 588 548 per annum
Housing allowance: N\$ 131 280 per annum
Motor vehicle allowance: N\$ 123 633 annum (Capital costs N\$ 94 178, Running costs N\$ 29 455)

MINIMUM REQUIREMENTS:

A B-Degree at NQF Level 7 in Public Procurement and Supply Chain Management or equivalent appropriate qualification, plus 9 years' appropriate experience of which five (5) should be at Deputy Director Grade 4 or equivalent. Possession of a Postgraduate Diploma in Public Procurement Management will be considered an added advantage.

ADDITIONAL REQUIREMENT:

A good knowledge and understanding of the Public Procurement Act, 2015 (Act No. 15 of 2015) as amended. Candidates should possess good interpersonal relationship skills with proven managerial and Leadership skills. Experience in the field of Procurement will be an added advantage.

DUTIES AND RESPONSIBILITIES:

- Advise the Head of Policy Unit on matters pertaining to professionalization and capacity building in public procurement;
- Manage the Design and conducting of induction as well as ongoing training courses in public procurement, including the development of curricula and their revision;
- Develop and implement competencies required to perform procurement functions in public entities and promote a procurement culture that.

- embodies professional integrity and ethics
- Promote professionalism in public procurement, for example, by: formulating plans for the establishment of a Procurement Cadre in the civil service; identifying minimum entry-level and certification requirements for the different grades of officers in the Procurement Cadre and career-development paths; designing and implementing a Certification Programme for those officers, professionalization of procurement systems;
- Development and execution of Electronic-Government Procurement strategies, procurement of common goods and services and centralized supplier database;
- Develop and execute capacity development strategies, including standardisation;
- Improve performance and efficacy of the procurement system
- Assist public entities in setting up their internal procurement structures;
- Formulate a Performance Management system for internal structures in the Public Entities
- Advise public entities and suppliers on procedural matters and in preparation of bidding documents.
- Maintain databases on public procurement activity and purchasing patterns in the country as well as suppliers' profiles.

NB: CANDIDATES WILL BE SUBJECTED TO SECURITY CLEARANCE PROCESS

Application procedure:

- Applicants must be Namibian Citizens.
- Application forms 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents.

- All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).
- Applicants who fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.
- Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service (**NB: TESTIMONIALS WITH EXPERIENCE SPECIFICATIONS IS A MUST**).

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Enquiries to be Directed to:

Mr. Phineas Nsundano
Deputy Executive Director
Ministry of Finance
Tel no. 061 – 209 9405
E-mail: Phineas.Nsundano@mof.gov.na

CLOSING DATE: 13 APRIL 2026

DIRECTORATE: ADMINISTRATION DIVISION HUMAN RESOURCES, TRAINING AND DEVELOPMENT SUBDIVISION HUMAN RESOURCES

Post designation: Human Resources Practitioner
Number of posts: Three (3)
Duty station: Windhoek
Salary scale: N\$ 238 825 – 285 420 per annum
Housing allowance: N\$ 17 424 per annum
Motor vehicle allowance: N\$ 10 512 per annum

MINIMUM REQUIREMENTS:

An appropriate Diploma on NQF Level 6 majoring in Human Resources Management.

ADDITIONAL REQUIREMENT:

Preference will be given to candidates with a Bachelor of Human Resources Management on NQF L7.

DUTIES AND RESPONSIBILITIES:

- Interpret and ensure implementation of human resource policy guidelines.
- Issue salary advice timely
- Facilitating recruitment process.
- Facilitating misconduct process.
- Process applications for pension admissions, amendments and claims.
- Calculate and prepare individual notices regarding salary increments, service bonuses, salary adjustments, overtime and leave gratuity.
- Obtain approval for appointments, leave gratuity, housing loan scheme, housing subsidy, allowances, medical aid scheme, confirmation/

- extension of probation, transfer, translations, secondments, resignations, departmental debts, abscondment and demises, retirement etc.
- Prepare letters confirmation appointment and or extension of probation.
- Attend to personnel audit queries.
- Maintain leave and staff records of all personnel.
- Provide secretarial services to Human Resources meeting (interview, disciplinary actions, training committee, grievance procedures)
- Order human resource reports office stores, stationary and equipment.
- Provide input to human resources reports and the compilation thereof.
- File and trace records and documents.
- Handle human resources enquiries.
- Ensure that documentation pertaining to injury on duty are correctly completed and submitted through the supervisor to the Social Security Commission.
- Draft submissions to the Executive Director and Office of the Prime Minister.
- Write letters and correspondences to various stakeholders.
- Update staff establishment on a regular basis.
- Carry out any other official duties assigned from time to time.

Application procedure:

- Applicants must be Namibian Citizens.
- Application forms 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents.

- All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).
- Applicants who fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.

- Only short-listed candidates will be notified, and no documents will be returned.

- Applications must be addresses to: The Executive Director Ministry of Finance Private Bag 13295 Windhoek or hand delivered at: Ground Floor East Wing Fiscus Building.

NB: In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.

Enquiries to be Directed to:

Ms. Tresia Hangula
Chief Human Resources Practitioner
Ministry of Finance
Tel no. 061 – 209 2068
E-mail: Tresia.Hangula@mof.gov.na

CLOSING DATE: 13 APRIL 2026