



BE PART OF THE FIGHT!

REPUBLIC OF NAMIBIA

THE ANTI-CORRUPTION COMMISSION

VACANCIES

Applications are awaited from suitably qualified persons interested in joining the Anti-Corruption Commission in its fight against corruption.

DIVISION: ADMINISTRATION

POST 1 DESIGNATION: SENIOR ACCOUNTANT GRADE 7

Number posts: One
Duty station: Windhoek
Salary: N\$ 269 189 – 321 707 per annum
Benefits include: An annual bonus, pension benefits, housing subsidy/rental allowance subject to certain conditions, and participation in the Public Service Medical Aid Scheme
Minimum requirements: An appropriate Diploma on NQF L6 majoring in accounting.

Supplementary requirements:

- Four (4) years appropriate working experience
- Good oral and written communication skills
- Good organizational and supervisory skills
- Computer literacy
- A valid driving license
- A sound knowledge of the Integrated Financial Management System, the State Finance Act, 1991 (Act No. 31 of 1991), the Treasury Instructions and other relevant legislation.

Main functions:

- Budget formulation and execution.
- Reconciliation of books of accounts.
- Verification and correction of general ledger transactions.
- Supervise commitment register.
- Monitoring the budget execution rate daily.
- Liaise with external auditors, approving supplier payments, DSA and payroll.
- Performing such other functions as may be assigned by any person superior in rank to him or her.

POST 2 DESIGNATION: COMPUTER TECHNICIAN GRADE 11

Number of posts: One
Duty station: Windhoek
Salary: N\$138 812 – N\$156 701 (P)
Benefits include: An annual bonus, pension benefits, housing subsidy/rental allowance subject to certain conditions, and participation in the Public Service Medical Aid Scheme.
Minimum requirements: An appropriate National Diploma or equivalent qualification in Information Technology on NQF Level 6
Supplementary requirements: Three (3) years appropriate working experience plus Honours degree in Information Technology on NQF Level 7.

Main responsibilities:

- Maintain and manage workstations, servers, printers and scanners and other related equipment.
- Link workstations and existing data networks of the headquarters with regional offices.
- Provide technical support to staff members inclusive of installation and configuration of programs and applications. Maintain and manage workstation, servers, printers and other related equipment.
- Link workstations and existing data networks at Head office and regional offices.
- Provide technical support, inclusive installation and configuration to staff members.
- Troubleshoot and repair hardware, software applications and operating system problems for staff members.
- Assists in creating user accounts, emails, telephone and other access to systems.
- Maintain an updated inventory of IT hardware, software and resources; recommend IT assets for disposal.
- Train staff members and provide overviews to staff members on how to use various technologies.
- Perform such other functions as may be assigned to him/her by any person superior on rank to him/her.

PLEASE NOTE:

1. Applicants must be Namibian Citizens.
2. Successful candidates are subjective to vetting and Security screening.
3. Applicant with foreign qualifications must attach proof of evaluation of such qualification evaluated from the Namibian Qualification Authority (NQA).
4. Application must be made on form 156043 (obtainable from any government office) and the said application, accompanied by copies of the applicant's-
*Curriculum vitae containing comprehensive detail of work related experience and exposure; and
*Educational qualifications and identity card. Incomplete applications or applicant who do not attach letters of their probation or who submit uncertified documents will not be considered and applicants not complying with the requirements of this paragraph will be disqualified, applications must be addressed to the Executive Director: Anti-Corruption Commission and must either be delivered at the office of the Anti-Corruption Commission, Corner of Mont Blanc and Groot Tiras Streets, Windhoek or mailed to P.O. Box 23137, Windhoek.
5. Only the short-listed candidates will be contacted.
6. Previously disadvantaged persons and disabled people who meet the requirements are encouraged to apply.
7. No e-mail or fax will be accepted
8. Any enquiry should be directed to Mr. M. Nakwafila or Ms M Nakulwa Tel. No: 061 4354000.
9. The closing date for applications is 2 August 2021.

NOTE: We are open Monday to Fridays (08h00 – 17h00)