



# VACANCY

## MINISTRY OF LAND REFORM

### Directorate Regional Programme Implementation Programme for Communal Land Development (PCLD)

1x **Basket Fund Administrator (Contract)**  
Duty station: **Windhoek**

#### **Minimum requirements:**

- A B-degree on NQF Level 7 in any of the following fields: Office Administration, Accounting and Project Design plus 3 years or more of professional experience in working with projects as Office Administrator/Assistant Procurement Officer/Feasibility Studies

#### **Additional requirements:**

- Candidate should be in possession of a driver's license
- Sound knowledge of Microsoft Excel
- Prior exposure to administration, financial and/ or procurement management related to donor funded projects, feasibility study to develop new project

**Remuneration:** N\$345,088.00 per annum (total cost to company) which includes: the basic salary, medical aid, transport allowance, housing allowance and Social Security. Other benefits included; will also receive the 13<sup>th</sup> cheque / annual bonus, leave days.

#### **Key Responsibilities:**

- Responsibility for assisting the FPO in preparing and managing all issues related to financial management and procurement, and is principally responsible for overall administrative tasks
- Responsibility for assisting the FPO in preparing and managing all issues related to financial management, procurement as well as overall administrative tasks
- Assist the Basket Fund Administrator with preparation of payment authorization to be validated by the FPO and introducing them into the respective MLR signature circuit
- Support in management of physical assets, including fleet management (trip authorities, etc.) field equipment and other assets, etc.
- Support for the secretarial functions of the Programme team for the different governance and technical committees
- Support in follow-up and facilitation of PCLD related document flow within the MLR and between MLR and key partners of the PCLD
- Logistical support, i.e. booking of venues, facilitation of meeting (invitation, etc.), organisation of missions (hotels, transfers, etc.)
- Support with Archives, i.e. filing of documents, audit paper trails, communication and similar

**NB:** Applicants must submit a motivation / cover letter, a comprehensive CV highlighting the experiences and skills which make them suitable candidate for the post they apply, and attach all relevant documents as well as contact details for three (3) references that the MLR may contact. Please note that incomplete applications will not be considered and no documents will be returned.

All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority. Women and persons with disabilities are encouraged to apply.

**Period:** This is a contractual position from date of assumption of duty until 30 April 2022.

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Enquiries: Ms. H. Haiping, HR Practitioner, at (061) 296 5147.

Applications must be addressed to the following address, in an envelope clearly marked "Application for Programme staffing for PCLD: Basket Fund Administrator":

**Applications must be forwarded to:**

The Executive Director  
Ministry of Land Reform  
Private Bag 13343  
Windhoek

OR

Hand delivered  
Ministry of Land Reform  
No 55 Robert Mugabe Avenue  
Windhoek

**Closing date: 28 May 2019**



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