

Namibia Press Agency (NAMPA)

Applications are invited from suitably qualified candidates for the position of:

Manager: Finance, IT & Administration (Executive level position)

Report to: Chief Executive Officer

Permanent role

Primary purpose of position

The Manager: Finance, IT & Administration provides strategic leadership and management of NAMPA's core support functions encompassing Finance, ICT, and Human Resources. The role ensures that robust financial forecasting, budgeting, internal controls, human capital management, corporate administration and IT governance frameworks are effectively developed and implemented, aligning these functions with NAMPA's strategic plan. This position guarantees compliance, operational efficiency, and organizational effectiveness across the Finance Division and associated departments.

Minimum requirements

- Chartered Accountant designation with completed articles.
- Master's degree in Accounting, Finance or related field, will be advantageous.
- Minimum 8 years of experience in Finance, with at least 3 years at a supervisory or managerial level.
- Knowledge of IPAS - International Public Sector Accounting Standards

Key Performance Areas (KPA's)

- Departmental Strategic Leadership & Management of Resources.
- Strategic Finance and Accounting.
- Human Resources Strategic Planning and Execution.
- Information Communication and Technology.
- Audit, Risk, and Compliance.
- General Administration

Skills

- Strong supervisory and leadership skills with ability to motivate and guide senior managers.
- Advanced report writing and presentation skills.
- Excellent written and oral communication negotiation, and interpersonal skills.
- Financial analysis and strategic budgeting expertise.
- Administrative and organisational acumen.
- Proficient problem-solving and analytical thinking.
- Technology savvy with working knowledge of Sage 300 People and Enterprise Risk Planning (ERP)
- Proficient in IPSAS, GAAP, MS Office and financial management software.
- Ability for lateral and tactical decision making and strategic thinking.

Knowledge

- Comprehensive understanding of financial operations, governance, and accounting standards.
- Deep knowledge of human capital management principles and organisational development.
- Strong grasp of ICT systems and governance frameworks
- Good understanding of statutory regulations, governance, policies and procedures.
- Familiarity with Pastel and VIP Payroll systems.
- Skilled in business performance management approaches.

Attributes

- People-oriented with focus on team and stakeholder engagement.
- High level of attention to detail and accuracy.
- Effective time management and organizational skills.
- Demonstrates integrity, analytical thinking, and ability to work under pressure.

Closing Date: Monday, 17 August 2026 at 17h00 (No late applications will be accepted).