



nam-mic
holding (pty) ltd

Namibia Mineworkers Investment Holding Company (Pty) Ltd

ADVERTISEMENT OF VACANCY: FINANCE & ADMINISTRATION OFFICER

Nam-mic Holding is a commercial arm of the Mineworkers Union of Namibia established with a purpose to advance economic interests of the ex and current mine and energy workers and their dependants.

KEY PERFORMANCE AREAS (KPA's)

- Accurate bookkeeping
- Secretary to the Chief Executive Officer and Manager: Investments & Administration
- Smooth operation of administrative systems

1. Finance

- Debtors and Creditors control
- Capture financial data on PASTEL
- Bank reconciliation, and trial balance for auditing purposes
- Salaries administration and other statutory deductions
- Preparation of VAT calculations and submissions thereof

2. Administrative & Secretarial

- Overall reservations of accommodation and traveling arrangements for senior staff and directors
- Assists in preparing the company's publications for printing and forward them to the printers
- Preparation of workshops, seminars, publications launches etc
- Assist with daily office operations
- Responsible for the overall maintenance of the office assisted by Administrative Assistant
- Meetings arrangements and diary maintenance for senior staff
- Minutes taking of Holding and Subsidiaries Board meetings

2. JOB SPECIFICATION

2.1 Required Skills and Personality Trait:

- Excellent interpersonal and organizational skills
- Sound command of English both written and oral
- Excellent computer skills and PASTEL
- Pro-active and ability to work without supervision
- Ability to work under pressure

2.2 Minimum educational requirements: A Diploma/Degree or equivalent qualification in Business/Finance/ Administration

2.3 Minimum practical experience: Five (5) years experience in similar environment and strong financial accounting background.

In return NAM-MIC offers a competitive remuneration package and excellent benefits which includes Medical Aid, Pension Fund, Housing Allowance etc.

Forward your application and CV with certified copies of your qualifications to:

**THE CHIEF EXECUTIVE OFFICER
NAMIBIA MINeworkers INVESTMENT HOLDING COMPANY
P O BOX 2364, WINDHOEK, NAMIBIA**

Hand delivery: 2nd Floor, City Centre Building, (next to Dr. Frans Indongo Garden)

Enquiries: Ms Mechtilde Amalwa at 061-388 006

CLOSING DATE FOR APPLICATIONS: 16 October 2009

NB. Only short listed candidates will be contacted for an interview. Faxes will not be accepted.