



NAMIBIA TRAINING AUTHORITY

**Financial ETG Claim Evaluation Officer (Grade C3)- 2x Positions
(3 Year Contract)**

Duty Station: Head Office

Reporting to: Accountant: Employer Training Grant (ETG)

Purpose: To financially evaluate ETG claims and recommending for approval in line with the VET Act and NTA policies and procedures.

Key Performance Areas

- Validates Evidence and Process Claims
- Monitoring, Reporting and Administration
- Stakeholder Collaboration

Qualifications and Experience

- Relevant National Diploma in Finance or equivalent qualification (NQF Level 6)
- Three (3) years' relevant experience of which 2 years (financial or auditing environment using electronic accounting systems).

Other Competencies

- Knowledge of IFRS and IPSAS
- Critical thinking and problem solving
- Deductive reasoning
- Interpersonal communication
- Analytical and evaluation
- Presentation
- Computer and systems literacy
- Planning and organising

Other Requirements:

- Driver's License

Closing Date: 27 March 2020

Applications should be emailed to: hr@nta.com.na or couriered, mailed or hand delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 2078 550.

The NTA is an Equal Opportunity Employer and candidates from designated groups are encouraged to apply. Please note that reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates may be contacted.

The NTA reserves the right not to make any appointment in this position.