

Okakarara Town Council  
Private Bag 2104  
Okakarara, Namibia  
Tel: 067 317 084 / 317 075  
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## VACANCIES

**Vision: 'To become a sound vibrant, economically developed Municipality and be a model public institution'**

### MANAGER FINANCE, HUMAN RESOURCES, ADMINISTRATION (Grade D)

*Okakarara Town Council as an equal opportunity employer invites interested and qualified candidates to apply for the above mentioned vacancy.*

#### Key Performance Areas:

- The Manager Finance, Human Resources and Administration is responsible for planning, directing and control the Financial, Human Resources, Administrative functions of the town council through application of council policies and procedures in accordance with relevant legislation.
- To set the financial strategy of the council and department and ensure that the long term financial plan is implemented in order to ensure the adequate consolidation and control of financial resources, preparation of budget and complete of financial statements.
- Responsible for direction, plans, organizes and directs human resource programs for the organization; provides highly responsible administrative staff assistance to the CEO; and performs other related work as required This employee is concerned with the formulation and execution of broad policy, immediate technical supervision, and participation in departmental activities. The Manager Finance serves as acting CEO in the absence of the CEO. Prepare monthly financial reports for submission to the Council

#### Minimum Requirements:

- Possess a B-Degree in Accounting/Finance plus three (3) years Appropriate Experience of senior supervisory level or 3 years National Diploma plus 8 years in a Financial Accounting position, of which 3 years should have been a senior supervisory position. Plus a diploma and three (3) minimum HR years of Experience
- Trust worthiness Integrity
- High degree for accuracy
- Good communication and interpersonal skills

- Excellent Arithmetic Skills
- Sound Knowledge of accounting Principles in an organization
- Knowledge of Local Authorities Act, Regional Councils Act, Procurement Act and other relevant legal instruments
- Sound customer orientation

#### Special Requirements:

- Driving license Code B
- Local Authority experience will be an added advantage
- Extensive FINSTEL & VIP knowledge will be an added advantage

#### The Council offers the following benefits:

A Competitive salary, Housing and vehicle allowance, Pension, Medical Schemes, 13th Cheque and ample leave benefits.

Interested applicants should send their written applications, detailed CVs clearly indicating the qualifications and experiences with certified copies of educational qualifications documentation to:

**The Chief Executive Officer  
Okakarara Town Council, Private Bag 2104, Okakarara  
OR**

**By hand delivered at Okakarara Town Council office**

**Enquiries: Miss Verna Tjeriko, Acting-Human  
Resources Officer @ 067-317084**

**CLOSING DATE: 29 November 2019**

**Only shortlisted candidates will be contacted, no fax or e-mail documents will be accepted and no documentation will be returned.**



### INVITATION FOR EXPRESSION OF INTEREST FOR EXTERNAL AUDIT SERVICES FOR THE NATIONAL THEATRE OF NAMIBIA (NTN)

#### Background

The National Theatre of Namibia (NTN) was founded on 25 August 1989 as an Association-not-for-Gain. The National Theatre of Namibia (NTN) replaced the South West Africa Performing Arts Council, which operated the Windhoek Theatre before Namibia's Independence. The company form is generally referred to as an 'Article 21 Company' in terms of the Company Act 1973, a public company, constituted by members of association without a share capital.

The National Theatre of Namibia produces and stages productions and programs with regularity at the NTN (main theatre with the seating capacity of 470, backstage with the seating capacity of 250 and the garden with the seating capacity of 150 standing) covering the entire spectrum of performing arts.

#### Project brief

The National Theatre of Namibia invites eligible consultants to express their interest in undertaking the Expression of Interest for External Audit Services. The audit is expected to commence annually in June upon execution of the engagement letter and be delivered over a two-month period, ending in July.

The consulting services include the performance of an annual audit of NTN's financial statements including the forming and expressing audit opinion in accordance with the International Standards on Auditing (ISA) and with the Namibian Statement of Generally Accepted Accounting Practice NAC001: Financial Reporting for Small and Medium Sized Entities and in the manner required by the Companies Act of Namibia.

#### Scope of work

The scope of works includes such tests and auditing procedures as the auditor will consider necessary under the circumstances. Special attention should be paid by the auditor as to whether the:

- Donor financing, including all external and other sources have been used in accordance with the conditions of the relevant financing/donor agreement, and for the purposes for which the financing was provided;
- Goods, works and services financed have been procured in accordance with the relevant financing agreements and the company's policies;
- All necessary supporting documents, records, and accounts have been maintained in respect of all project activities;
- National laws and regulations have been complied with, and that the financial and accounting procedures approved for the project (e.g. Finance Policy, etc) were followed and used;
- Financial performance of the Company is satisfactory.

#### Requirements

- Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.
- Provide information (company profile, summary biographies of senior members of the audit team audit, references, etc.)
- Must have been in existence for the last five (5) years and undertaken consultancies of similar nature.
- Declaration of conflicts of interest.

Expressions of interest must be hand delivered to the address below or via e-mail on or before 11 December 2019 during working hours.

**Reference No:** External Auditor of April 2020  
Attn: Ms. Inga Shitumbe, Finance and Administration Manager  
Office Address: 12 John Meinert Street, Windhoek, Namibia  
P.O. Box 3794, Windhoek, Namibia

**Email:** finances@ntn.org.na  
**Telephone No:** 061-374400/7

## Ten·der |'tendər|

noun  
An offer to carry out work.

### INVITATION FOR BIDS (IFB)

The Namibia Training Authority (NTA) hereby invites bids through the Open National Bidding (ONB) procedure for the provision of:

**SC/RP/ NTA-07/2019: Request for Proposal for Technical Author (TA) to coordinate the review and/ or development of Unit Standards and Qualifications for the Travel and Tourism Sector.**

The invitation is open to Namibian citizens only. Eligible bidders may obtain the bidding documents on request via email at [procurement@nta.com.na](mailto:procurement@nta.com.na).

Bids must be deposited in the Bid Box at NTA Village, Administration Building, Rand Street, Khomasdal, Windhoek, before **11H00 on Thursday, 09 January 2020**, at which time bids will be opened, and which session bidders are welcome to attend.

**Late and electronic bids will not be considered.**

**Enquiries:**  
[procurement@nta.com.na](mailto:procurement@nta.com.na)



NAMIBIA TRAINING AUTHORITY



### PUBLIC PARTICIPATION NOTICE

#### AMENDMENT APPLICATION

#### ENVIRONMENTAL ASSESSMENT AND ENVIRONMENTAL MANAGEMENT PLAN FOR THE EXTENSION OF UNDERGROUND MINING TO THE OTJIKOTO GOLD MINE IN THE OTJOZONDJUPA REGION, NAMIBIA.

Environmental Compliance Consultancy (ECC) hereby gives notice to the public that B2Gold Namibia (Pty) Ltd intends to apply to amend their Environmental Clearance Certificate to incorporate underground mining into their existing Otjikoto mining operation.

Environmental Compliance Consultancy was appointed by B2Gold Namibia, to undertake the environmental assessment for the amendment to the mine plan to incorporate underground mining methods to the existing Otjikoto Gold Mine. The amendment will be made in accordance with the Environmental Management Act No.7 of 2007 as per the following:

**Applicant:**  
**Environmental Assessment Practitioner (EAP):**  
**Location:**

**B2Gold Namibia (Pty) Ltd**  
**Environmental Compliance Consultancy**  
**Otjozondjupa Region, Namibia**

**Proposed Project:** B2Gold has the potential to extend the life of its Namibian operations at Otjikoto Mine by accessing some of the available ore resources through the incorporation of underground mining to the existing open pit operation. These resources are situated on the edges of the current Wolfshag Pit. Accessing parts of these resources will not be possible through the current open cast mining method due to stripping ratios. The underground extension will create an opportunity to do selective mining of smaller bodies of mineralisation that otherwise would not have been possible from surface. Near mine exploration is ongoing to define further potential in the area surrounding the existing open pits.

There is also the possibility of accessing further resources to the east from the same underground workings in the future, but this can only be confirmed once results from cover drilling become available.

**Application for Environmental Clearance Certificate:** In terms of the Environmental Management Act No.7 of 2007, ECC on behalf of B2Gold Namibia (Pty) Ltd is required to apply for Environmental Clearance Certificate to the Ministry of Mines and Energy and the Ministry of Environment and Tourism for the above-mentioned project.

**How you can participate:** To ensure that all potential issues and concerns are included in the assessment, Interested and Affected Parties (I&APs) and stakeholders are invited to register for the project with the environmental consultant on or before the 20<sup>th</sup> November to receive further documentation and communication regarding the amendment application.

Environmental Compliance Consultancy Close Corporation  
Registration Number: CC/2013/11404  
Members: Mr JS Bezuidenhout and Mrs J Mooney  
PO Box 91193, Klein Windhoek  
Tel: +264 816 697 608  
E-mail: [info@eccenvironmental.com](mailto:info@eccenvironmental.com)  
Website: <https://eccenvironmental.com/projects/>  
Project ID: ECC-36-240-ADT-03-A



**ECC**  
ENVIRONMENTAL  
COMPLIANCE CONSULTANCY