

# Vacancies



To guard, and to grow.

## Accountant DC Funds

**Department:** Operations  
**Duty Station:** Windhoek  
**Reports to:** Manager: DC Funds

### The Purpose of the Job:

To ensure the timely collection of pension contributions from all funds under administration.

### Key Performance Areas

- Perform monthly debtor-bank reconciliations;
- Develop cash forecasting and management processes;
- Ensure timely issuing of contributions invoices;
- Ensure interest is charged on contributions received after the due date;
- Prepare journals of pension contributions;
- Develop procedure manuals for cash management and accounts receivable;
- Evaluate and develop benefits payment operational processes and procedures;
- Set standards and practices for benefit payments and operations;
- Ensure regular reconciliation of fund annuity and benefit payments;
- Prepare annual audit schedules, financial statements and monthly accrual reports;
- Control and reconcile annual PAYE of annuitants; and
- Deal with all administrative matters fully and timely.

### Job-related Qualifications and Experience

- A degree in Accounting and Finance from a recognised institution.
- Minimum of four (4) years' experience in accounting, preferably in a pension fund environment.
- Code B (08) driver's licence would be an advantage.

### The incumbent should have the following knowledge, skills and abilities

#### Knowledge of:

Accounting software; administrative procedures; banking processes; corporate governance; financial accounting and systems; GIMIS; MS Excel; payroll administration; Pension Fund rules and regulations; reconciling; system procedures; transaction processing; Accpac; Pastel; and public service operations.

#### Skills and Abilities:

Advising, administration, accounting, clerical, computer literacy, controlling, detailed problem solving, integrative thinking, logical reasoning, presentation, project management, report writing, time management.

#### Personal Attributes:

Accountable, assertive, confidential, reliable, patient, detail-conscious, expressive, results-oriented, helpful, able to manage stress, punctual, self-starting; and goal-oriented.

## Administrative Assistant: Benefits Processing

**Department:** Operations  
**Duty Station:** Windhoek  
**Reports to:** Manager: Benefits Processing

### The Purpose of the Job:

To provide administrative and secretarial services to the Benefits Processing Division.

### Key Performance Areas

- Provide typing and correspondence services;
- Provide record keeping and retrieval services;
- Perform receptionist and telephone duties;
- Provide procurement services;
- Arrange all divisional functions, meetings and events;
- Coordinate the Manager's diary;
- Assist in the compilation and monitoring of the budget; and
- Provide general administrative support.

GIPF is an equal opportunity employer and comply with the Affirmative Action Legislation. **Persons from previously disadvantaged groups meeting the above mentioned requirements are encouraged to apply.**

GIPF offers a competitive, Total Remuneration Package with a standard range of benefits in line with responsibilities, qualifications and experience.

Interested applicants meeting the requirements are encouraged to submit their written applications, detailed CVs, and certified copies of their educational qualifications to:

**By Hand:**  
GM: HR & Administration  
Human Resources Department  
3rd Floor

**Per Post:**  
PO Box 23500  
GIPF  
Windhoek

**Physical Address:**  
GIPF House, Cnr. of  
Dr. Kenneth David  
Kaunda and Goethe Street

**Closing Date:** 18 October 2017

**Note:** Only shortlisted candidates will be contacted and NO documents will be returned.

### Job-related Qualifications and Experience

- Three-(3) year diploma in Secretarial Studies/Information Administration or Public Management from a recognized institution.
- Minimum of two (2) years' experience in an office administration environment.

### The incumbent should have the following knowledge, skills and abilities

#### Knowledge of:

Relevant administrative procedures and processes; Pension Fund Act and its rules, service level agreements, relevant policies, legislation, regulations and systems; organisational culture and structure; key stakeholders; records management; office administration; diary management; events coordination; and stock control.

#### Skills and Abilities:

Computer literacy, organising and coordination, planning, prioritising; problem solving, client services, exceptional verbal, written communication and networking skills, and telephone skills.

#### Personal Attributes:

Approachable, helpful, assertive, able to handle pressure, diplomatic, discreet, attentive to detail, conscientious, diligent, confidential, flexible, goal-oriented: reliable, and a team player.

## Administrator DC Funds

**Department:** Operations  
**Duty Station:** Windhoek  
**Reports to:** DC Funds Administrator

### The Purpose of the Job:

To perform specific DC funds administration tasks as delegated by Senior Administrator.

### Key Performance Areas

- Collect contributions and provide banking services;
- Reconcile contributions received;
- Deal with all registry documentation;
- Perform data updates and maintenance;
- Prepare and maintain the fully-guaranteed lending system;
- Assist with the implementation of new projects;
- Issue tax certificates to members; and
- Provide general administration support services.

### Job-related Qualifications and Experience

- Diploma in Business Administration/Accounting from a recognised institution;
- Minimum of two (2) years' experience of which one (1) year should be within an independent DC funds/accounting role.

### The incumbent should have the following knowledge, skills and abilities

#### Knowledge of:

Relevant systems (GIMIS); DC funds administration; records management; data base management and control; annuities calculation; DC benefits processing; DC Pension Fund rules and regulations, administration and systems procedures.

#### Skills and Abilities:

Time management, interpersonal skills, sound communication and listening skills, computer literate and problem-solving skills.

#### Personal Attributes:

Approachable and calm, customer service oriented, assertive, attentive to detail, diligent, reliable and a team player.

GIPF is a fund that provides pension benefits for civil servants and employees of member institutions.

Our vision is to be the leading pension fund and a model corporate citizen in Namibia.

The mission is to safeguard and grow the Fund for the benefit of its stakeholders and Namibia.

