

Curriculum Vitae

For Mr J.K. Iipinge

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Namibia

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PERSONAL DETAILS

SURNAME: lipinge
NAMES: Johannes Katanga
DATE OF BIRTH: 09 April 1976
IDENTITY NUMBER: 7604900237
PLACE OF BIRTH: ligogani
NATIONALITY: Namibian
RELIGION: Christian
LANGUAGES: Oshindonga and English Sec Languages
GENDER: Male
MARITAL STATUS: Married
POSTAL ADDRESS: P.O Box 40906, Windhoek,
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Computer Systems

BIQ: Current Employment: Mariental Municipality

ACCPAC and D-BIT System: Used @ Roads Contractor Company (RCC) and also at Namibia Airport Company (NAC)

FINSTEL: Used @ Outapi Town Council and Omaruru Municipality

SAP: Used @ Skorpion Zinc Mine

SEBATA : Used @ Rehoboth Town Council
Ms Excel and Ms Word
Ms Power Point and Published

FINSTEL TRAINING 2006: Beginner's course

Debtors, Ledgers, Personnel, Creditors and Cash book

2007: Advance course

Debtors –Receipting, Loan Debtors, debts instructions, fixed register Creditors and Cashbook and Personnel

2007: Management of Assets and Audit Procedures

Bank Reconciliation, Assets Register and Vehicle Systems,
Financial Statements and VAT Procedures

2010: Training on Update IFRS

2014: Training on Update IFRS

EDUCATION BACKGROUND AND QUALIFICATIONS

TERTIARY EDUCATION DETAILS

Institution	UNIVERSITY OF NAMIBIA (NBS)
Qualification	MASTERS IN BUSINESS ADMINISTRATION: FINANCE
Status	REGISTERED - 2018
Completion_	November 2020
Subjects Passed: 2018	African Financial Markets in the Global Economy
	Economics: Global & Firm Level Perspectives
	Advanced Business Ethics
	Advance Business Quantitative Methods
	Corporate Finance
	Financial Reporting & Analysis
	Business Research Methods
	Alternative Investments
	Portfolio Man & Wealth Planning
	Derivatives
	Equity Investments
	Fixed Income
	Business Project
Institution	UNIVERSITY OF NAMIBIA (NBS)
Qualification	POST GRADUATE DIPLOMA (HONOURS) IN BUSINESS ADMINISTRATION
Year Completed	02 April 2016
Subjects Passed	Strategic Decision Making and Research
Methodology	Business Law and Ethics
	Business Accounting
	Strategic Human Resources Management
	Strategic Marketing
	Strategic Project Management
	Strategic Operations Management
	Strategic Financial Management
	Strategic Management of Information Technology
	Business Economics (Micro & Macroeconomics)
	Business Projects
	Academic Writing for PG Studies

Institution	POLYTECHNIC OF NAMIBIA
Qualification Completed	B.TECH DEGREE IN ACCOUNTING & FINANCE
Year Completed	JUNE 2014
<u>Subjects Passed</u>	Management Accounting & Control A& B Research Methodology Research Project Managerial Finance A & B Financial Accounting 4 Accounting Information Systems

Institution	POLYTECHNIC OF NAMIBIA
Period	3 year (2000 till 2002)
Qualification Completed	DIPLOMA ACCOUNTING AND FINANCE
Major subjects	Financial Accounting 1, 2 and 3 Cost and Management Accounting 1&2 Quantitative Methods (Mathematics)1&2
Other subjects	Economic 1 Business Management 1 Company Law Commercial Law English Communication, Modules 1, 2, 3 &4 Auditing 1A &B Taxation 1A &B Principles of Information Systems

Obtained a certificate	: Computerized Accounting in Pastel version 5
Institution	The Society of Business Practitioners' (SBP)
Country	U.K Manchester –England
Qualification Completed	Diploma in Business Administration
Period	1 year (1999)
Subjects passed	Economics and Principles of Accounting Business Organization and Business Law Principles of Marketing Communication in Business

SECONDARY EDUCATION DETAILS

1997-1998	Ongandjera Senior Secondary Schools Obtained IGCSE and JSC Certificate
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Commercial Subjects: Accounting, Business Studies
Mathematics, History and Oshindonga
English second Language

WORKING EXPERIENCE

1. Current Position: Chief Executive Officer Company: Okahao Town Council

Period: 01 April 2025 until to date

PRIMARY PURPOSE OF THE JOB

To serve as an Accounting Officer of the Town Council and to oversee its operations efficiently and effectively to achieve the strategic objectives, and to secure long-term financial health of the Town Council and by applying strategic planning and analysis techniques. To provide strategic management services in such a way to ensure that appropriate policies and programmes are implemented in accordance with the Five-year Strategic Plan of the Town Council.

2. Key Performance Areas (KPA's) (Main or broad areas of the job in order of priority):

- 2.1 Oversee the operations of the Town Council and to manage strategically the work/job activities of all the staff members
- 2.2 Oversee and direct financial planning and annual budget of the Town Council
- 2.3 Ensure that the Five-year Strategic Plan (.....) of the Town Council is successfully implemented and strategic objectives achieved
- 2.4 Oversee and direct all town planning activities, technical services and environmental matters
- 2.5 Oversee all human resources, administrative and logistics matters of the Town Council as well as the implementation of the decisions made by the Town Council
- 2.6 Policy formulation and implementation
- 2.7 Supervision and coordination of all departments
- 2.8 Implementation of Council Strategic Objectives
- 2.9 Human Capital Development and Maintenance of Discipline
- 2.10 Corporate Communication and Customer care
- 2.11 Perform the duties of the Accounting Officer in terms of the Local Authority Act, 1992 (Act 23 of 1992) as amended.
- 2.12 Perform the duties of the Accounting Officer in terms of the Public Procurement Act, 2015 (Act 15 of 2015) as amended.
- 2.13 Manage the Council's operations on business principles in line with all applicable legislations.

2.14 Oversee the operations of the Council and strategically and operationally manage the activities of all staff members.

2.15 Plan, organize, direct and co-ordinate the planning and preparation of annual and long-term Capital and Operational Budget.

2. MARIENTAL MUNICIPALITY

POSITION: Senior Manager: Finance, HR, IT, Procurement & Administration

PERIOD: 04 January 2016 until 31 March 2025

PRIMARY PURPOSE OF THE JOB

a) Financial Management

- Responsible for planning, directing and controlling financial, HR, Procurement and ITC and administrative functions for the Mariental Municipality by following government policies and procedures and in accordance with relevant legislation
- Determine the financial strategy of the department and ensures that the long term financial plan is implemented according to GAAP in order to ensure the adequate consolidation and control of financial resources
- Develop and manages operational budgets including capital improvement budgets, prepare cost estimates for budget recommendations, submits justifications for budget items, monitors and control expenditures.
- Prepares financial statements and present for approval by the CEO, annual budgets, financial reports, business plans, feasibility studies, investment memoranda and all other financial and business documents
- Conducts feasibility studies in the market to determine the tariffs, recommend them to the CEO for approval by the Management Committee
- Provides advice to senior management colleagues on financial matters and the likely financial consequences of all proposed courses of action
- Plans and oversees the procurement and management of supplies, materials, vehicles, equipments and other related inventory items

- Prepare and presents monthly financial management reports to the Financial Management Committee and recommends appropriate action

b) Governance & Risk Management

- Advising Management and Council on impact of financial legislation to the Mariental Municipality objectives
- Developing and implementing the municipality financial vision, mission and strategic objectives
- Implement continuous financial audit and control systems to monitor the performance of the Municipality, its flow of funds, the adherence to the budget, the expenditures, the income and budgetary items

c) Human Resources

- Plans, develops and implements strategy for HR management and development (including recruitment and selection, policy/practices, discipline, grievance, counseling, pay and conditions, contracts, training and development, succession planning, morale and motivation, culture and attitudinal development, performance appraisals and quality management issues and others related)
- Interprets and explains personnel rules, law and regulations to supervisors and others
- Prepare and administer internal policies and procedures relating to human resource program activities
- Ensure effective investigations and resolving of grievances, investigate and reports on employee complaints, discrimination or harassment charges
- Responsible for effective monitoring and implementation of performance management including performance appraisals

d) Procurement and Asset Controller

Procurement Services

- Develops processes of procurement initiation, authorisation, control and reports that will enable efficient and ethically sound procurement services within Municipality.

- Ensures that parameters and criteria for procurement data base are up to date in compliance with approvals and in line with agreed systems parameters.
- Monitors procurement services through regular spot checks on supplier lists to assure relevance, accuracy and availability of supporting documentation that confirms transparent procedures, as well as specific procurement events of significant magnitude to test for compliance.
- Gets involved in a facilitative and guiding role in major procurement exercises that may have a significant impact on Municipality.
- Monitors and takes remedial action with responsible staff, where necessary, to ensure accurate allocation of costing-related information on financial systems.
- Develops the approach and procedures in order to manage and control contracts of supply and services that Municipality enters into within the various functional areas.
- Develops service contracts and service level agreements to cover defined requirements within established policy and guides these through to finalisation via the approval and/or tendering process.
- Guides own staff in administering the service level agreements and maintaining the relationship with the appointed service providers, ensuring that the agreed terms are adhered to.
- Monitors service delivery through spot checks on compliance with specified procedures by own staff, being guided by Internal Audit report findings and needs of internal service users.
- Gets involved in a supportive capacity in case of disputes to support own staff in following through on disputes, taking action on non-compliance on the part of suppliers, taking legal action.
- Monitors tender requirements/practices and makes recommendations to CEO on changes/improvements in order to ensure effective, ethical and transparent tender processes.
- Monitors staff compliance with procurement policy and procedures in respect of all tender documents submitted to tender committee in order to avoid irregularities in terms of supplier listing or selection.
- Monitors standards of accuracy and quality relating to submissions prepared for procurement committee or CEO.
- Takes remedial action to follow-up on shortcomings to ensure that own staff members are aware of errors of non-compliance or deficient quality standards.
- Ensures that the tender process adds optimal value to the achievement of Municipality aims in various areas where tenders are required.

c) Information and Communications Technology

- Assumes full management responsibility for all IT Section services and activities including the development, implementation and maintenance of business computer system programs, applications and system security, recommends and administers policies and procedures
- Implements and updates information and office technology standards as agreed by the CEO
- Ensure the integrity of information is protected and that the security level of staff is maintained
- Responsible for the financial management system and ensures the extension of modules development

3. MUNICIPALITY OF OMARURU

POSITION: MANAGER: FINANCE

PERIOD: 02 DECEMBER 2014 – 31 DECEMBER 2015

PRIMARY PURPOSE OF THE JOB

To plan, direct, control and administer the financial affairs of the municipality in

Such a way so as to attain overall objectives and to ensure long term financial

health .To formulates and re-examine financial policies, procedures and programs

through sound financial planning and analysis techniques.

KEY PERFORMANCE AREAS

- Provides input into strategic planning for the Municipality and division and undertakes required planning activities to ensure that all objectives are met at operational and strategic level.
- Advises and guides CEO on financial issues of the Municipality. Assists the CEO and council attracting and retaining developers.
- Advises and guides CEO and Heads of division with regard to the financial aspects relating to their duties.
- Executes leadership, direction and co-ordination to the division and its staff by applying sound managerial principles and in accordance with the policies and procedures of council.
- Coordinates the plan for the compilation of the financial statements

- Monitors reconciliation's and passing of main and final journals
- Liaises with external auditors and reports external audit results. Consults with auditors and Auditor General
- Applies principles of accounting to analyses past and present financial operations and estimates future revenue and expenditure to prepare council's annual budget.
- Identifies council's objectives towards future operations and ensures that these are incorporated in the budget.
- Ensures that the annual budget is compiled and approved by council.
- Managers the annual budget and control the expenditure in favour of the approved budget and financial policies and procedures.
- Drafts all financial statements and ensures the preparations for the publication of financial statements are done annually.
- Administer Procurement process ,Inventory and Asset Control
- Administration
- Staff Supervision

4.

REHOBOTH TOWN COUNCIL

POSITION HELD: MANAGER: FINANCE

PERIOD: 20th AUGUST 2012 -30 NOVEMBER 2014

PRIMARY PURPOSE OF THE JOB

To co-ordinate and control the financial and administrative function of the council to ensure effective control of finances and maximize revenue of the council.

KEY PERFORMANCE AREAS

Resource Management of council

- Set the departments performance standards, allocate work, monitor progress and take corrective actions where necessary.
- Evaluate performance of individual subordinates, identify performance problems and formulate training and development plans.

- Review and implement adjustments to the departments training and development plan to facilitate the identification of individual potential for development.
- Initiate disciplinary actions as required and enforce adherence to the company's disciplinary policy and procedures.

Financial Control System

- Develop and implement councils financial policy and objectives
- Review and implement adjustments to the council's financial policy.
- Institute check points ,authorities, report and spot check procedures ,set work standards
- Ensure proper recording and allocation of revenue items and expenditure transactions.
- Evaluate and analyses audit reports and validate audit recommendations
- Liaise with information technology providers for IT systems development and implementation.
- Monitor new developments in the financial control system and advise management on latest development

Management Accounting

- Develop and facilitate the implementation of the control policy and control systems
- Review and evaluate the credit policy ,makes recommendations to council and implement changes
- Evaluate position of debtors accounts, terms of collection and authorizes writing-off of debt in accordance with the council Credit Policy
- Negotiate settlement of credits with debtors

Financial Accounting and Budget Control

- Develop and implement a system for the preparation and control of line department's operational budgets.
- Provide specialist advice with the line management in the preparation and control of annual budgets
- Examine and ensure that line department budget reports are issued on monthly basis

Treasury of Council

- Manage investment and cash funds of Council
- Formulate and implement cash investment Policy
- Investigate investment opportunities and making recommendations
- Monitor and control total investment with investors
- Ensure correct and timeous income and operating bank account reconciliation
- Institute control over the handling of council cheques
- Submit progress report to the Management Committee

Project Management

- Facilitate and exercise control over the development and implementation of financial management and administrative system in conjunction with the Economic Development Officer
- Conduct feasibility studies, determining projects viability
- Evaluate progress and initiating adjustments

Procurement Process

- To oversee, guide, control and report on the company's procurement, inventory control
- Safe keeping and availability of all stock and non-stock items required by the company

5. ROADS CONTRACTORS COMPANY LTD

Position held: Financial Accountant

Period: 01 September 2010 till 17 August 2012

OVERALL AIM AND SUMMARY OF THE JOB

- To provide financial accounting services to the company by ensuring that all financial activities adhere to Generally Accepted Accounting Practices

KEY PERFORMANCE AREAS:

- Supervision of Accounts Payable, Accounts Receivable and Cashbook Section
- Generating financial information up to Trial balance
- Executing external financial reporting processes and liaises with the external Auditors

- Review Fixed Assets transaction recorded in the ledger on a monthly basis to ensure appropriate accounting treatment in accordance with IAS 16:
- Update Fixed assets register
- Capture all new acquisition in to D-BIT system
- Reconcile D-BIT to General Ledger
- Ensure that all gains /Profits 100% Calculated
- Provide Depreciation monthly as per depreciation calculation
- Statutory submission of VAT and PAYE in accordance with relevant legislation
- Update the VAT general ledger accounts and reconciling the Receiver of Revenue statement on a monthly basis
- Reconcile bank loans and other borrowings to third – party statements on a monthly basis
- Assist with External Audits
- Enforce financial control and procedures
- Control finance and operating leases and debit order
- Process provisions such as leave pay, bonus provisions and reconcile ledger balances to payroll information
- Do Bank reconciliation
- Supervision of staff

6. Company : Namibia Airports Company
Currently Position: Senior Financial Officer: Debtors & Revenue
Period : 27 August 2008 till 31 August 2010

Primary purpose of the job

- Provide the relevant airport with an accounting function as delegated and supervise such accounting responsibilities performed at the relevant airports
- Client invoicing and Banking
- Credit Notes
- Reconciliation of Cash and Debtors accounts
- Client queries and administration
- Staff supervision

Client invoicing and Banking

- By checks all invoices (daily, ad-hoc and weekly) for accuracy and correctness
- Approves the invoices once satisfied
- Submits approved invoices to clients.
- Processes all receipts on the financial system, verifies the sequential numbering of the receipts and checks the completeness of all money received in the bank.
- Ensures that all approved receipt batches are forwarded to the finance Manager every Friday.
- Forwards all regional remittance advice forms to the Finance Manager.
- Submits all supporting documentation (e.g. original & 2nd copy of cancelled receipts, 2nd copy of deposit slip with an original stamp from the bank, etc)

Credit Notes

- Completes and drafts motivations for formal credit requests and includes the required supporting documentation.
- Updates the credit note register accordingly.
- Submits the credit request to the Finance Manager for review and approval.
- Requests a number for the each credit note request and records such a number in the own register against the specific credit note.
- Keeps copies of the credit note request at all times

Reconciliations

Cash Accounts

- Reconciles all cash accounts every Friday
- Establishes anomalies and identifies the corrective steps necessary
- Takes the appropriate corrective steps to clear the invoices
- Submits the completed reconciliation to the Finance Manager

Debtors

- Reconciled assigned debtors accounts.
- Investigates outstanding invoices for correctness

- Ensure timorous collection of outstanding debtors balance by the immediate subordinates
- Contacts the relevant client for the collection of outstanding amounts
- Takes the appropriate corrective steps based on the outcome of the client's response without delay
- Submits a report weekly (every Friday morning) on collections done.
- Provides all necessary information/data as requested by Finance Manager required in the process of taking legal action to recover any outstanding amounts.

Client queries & Administration

- Attending to all complexes enquires on debtors accounts (aeronautical and rental) referred by the Assistant Accountant.
- Informs Finance Manager of any irregularities identified and provides recommendations on possible remedial actions steps.
- Verifies aircraft registration details provided by customers with the register maintained by the DCA
- Submits the changes effected to the Finance Manager as well as to all airports.
- Compiles daily activity reports and submits these to the Finance Manager
- Prepare a monthly report containing all relevant statistics (e.g. occurrences etc) and submits to Finance Manager.

Staff Supervision

- Plans, organizes and delegates tasks to subordinates and provides continuous guidance, motivation and coaching to achieve the goals of the section.
- Ensures an effective and efficient work procedures and structures.
- Makes recommendations with regard to staff leave and absence from duty and makes alternative arrangements.
- Identifies training needs of the staff members through individual performance

discussions with staff members and recommends suitable training courses.

- Address disciplinary and poor performance related issues of staff, takes corrective measure and refers if and when necessary.
- Assists subordinates and other staff members to understand and interpret various administration policies and procedures

7. Company: OUTAPI TOWN COUNCIL
Department: Finance, Information Technology & Asset Management
Position Held: Senior Accountant
Period: 01 November 2004 until 25 August 2008
Experience: 4 Years

Primary purpose of this position

- To coordinate and control the financial accounting activities within the council to ensure effective and efficient administration of the institution's financial system

Key performance

- Staff Supervision
- Financial accounting control
- Financial Accounting system administration
- Management support service
- Procurement and asset controller

- Payroll administration

Staff Supervision

- Sets the individual objectives and performance standards, allocates works, monitors progress and takes appropriate corrective actions.
- Evaluates performance of individual subordinates, identifies performance deficiencies, coaches and provides on –the-job training.
- Identifies individual subordinates with potential for development and recommends development plans, succession and career path planning.
- Implement approved individual development plans, monitors progress and correct deviations.
- Initiates disciplinary actions where necessary and enforces adherence to the institutions disciplinary policy procedures.

Financial Accounting Control

- Implements financial accounting, policies, procedures, strategies and objectives within the council.
- Coordinates and controls the financial accounting function of the council to ensure efficient and effective accounting of income by :
- Developing and implementing credit system control measures.
- Providing supportive advice in the implementation and interpretation of the credit policy
- Ensuring smooth processing and capturing of all financial data (remittance of cash collections)
- Providing guidance and supporting in the reconciliation of Creditors / Debtors accounts.
- Ensuring that debtor's accounts are settled timorously.
- Facilitating reconciliation of revenue transactions.
- Control of Petty Cash.

Financial Accounting system Administration

- Implements financial accounting, policies, procedures, strategies and objectives within the council.

- Coordinates and controls the financial accounting function of the council to ensure efficient and effective accounting of income by:
- Providing professional advice to line managers in the interpretation and application of the financial accounting policy in the related legislation.
- Ensuring adherence of International Financial Report Standard (IFRS) in respect of the handling of the council's finances.
- Designing implementing financial accounts control measures to ensure integrity of financial management and administrative systems and financial data.
- Designing and implementing uniform process for generating of monthly, quarterly and annual reports.
- Ensuring regular updating of database on the system
- Instituting check points in respect of data capturing and retrieval.

Management Support Services

- Provides technical support in the compilation of line department's operational budget consolidates and presents same to management.
- Advices and assists management in financial preparation of capital projects e.g. (feasibility study, capital projections, viability etc)
- Provides value-adding financial management information to management to ensure efficiency in decision-making.
- Coordinates and exercise control over the preparations and consolidation of the council' financial reports and submits it to management (e.g. monthly, quarterly and annual).
- Ensures correct and accurate procession of financial transactions (i.e.IRP5,VAT ,workmen's Compensation

Procurement and Asset Controller

- To exercise control over stock of consumable and non-consumable materials and council's assets within the council's to ensure availability

of materials resources and safeguarding of assets.

- Implements the council's Procurement policies, procedures ensuring adherence to self standards. Specification of materials and equipments.
- Provides secretarial services to the council's Economizing and Tender committees.
- Prepare a monthly report on stock.

Payroll Administration

- Exercise control over the administration of the council's payroll system to ensure correct and timorous processing of employees' remuneration.
- Supervises the monthly payroll reconciliation to ensure accuracy and integrity of data.
- Compiles and captures all Salary related Journal
- Update all salary related general ledger and posting to clear holding and temporary account.
- Reconcile all salary related ledger accounts, ensuring that these agree with salary reports.
- Compiles and captures all salary related Journals
- Ensure that reconciliation is signed –off and authorized by the Finance Manager
- Keeps copies of all transactions on salary accounts.

8. COMPANY: SKORPION ZINC

MINE/ANGLO AMERICAN

Position held: Creditors officer: Accounts Payable

Period:02 January 2002 till 31 October 2004

Experience: 3 Years

KEY PERFORMANCE

- Review and Analyze creditors' reconciliations and documents.
 - Comply with VAT act (Import or Export VAT)
 - Assess specific supplier queries
 - Follow-up and resolve all outstanding items on creditors reconciliations
 - Control of Petty Cash
 - Prepare bank reconciliation on weekly basis
 - Ensures that all cheques made out by the company are recorded in line with the relevant requirements and procedures. This includes ensuring that the only cheques issued by the company are deducted from the account.
 - Ensures that own records are reconciled with bank statements according to the relevant procedure and performs the required checks to ensure accuracy and compliance with procedures.
 - Prepare correcting Journals where necessary
 - Participate in month –end procedures and in year-end procedures.
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- Ensure that all suppliers are reconciled twice a year
 - Produce monthly statistical report
 - Ensure that payment runs are executed on time
 - Prepare remittance advices
 - Reviewing creditor's age analysis
 - Handling of inquiries
 - General Financial Accounting duties

REFERENCES

Johannes Uushini
 Chairperson of Management Committee
 Okahao Town Council
 0811299435
 065-252204

Paul Nghiwilepo (Mr)
Chief Executive Officer
Mariental Municipality
P O Box 110
Mariental
Tel 063 – 245617

Ms. Roswitha Kaura
Acting Chief Executive Officer
Municipality of Omaruru
Tel: 064-570028 (W) or Cell No.0816261973

Mr. Kanime
Chief Executive Officer
Town Council of Rehoboth
Tel: 062-521802

Mrs. Phoebe Shilimela
Manager: Financial Accounting
Road Contractors Company
Tel: 061 – 2979051 or 0811400766

Mr. Sam Katoma
Acting Manager: Finance
Namibia Airports Company
Tel: 061-29555057 or 0812692680

Ananias Nashilongo
Chief Executive Officer
Outapi Town Council
Tel 065- 251191/2 or Tel:0816600333

Jan Coetzee
Financial Manager
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