

Office of the Bursar

Contact: Ms Theophilia Shilongo
T: +264 61207 2080
E: ttshilongo@nust.na

Credit Officer

Requirements

A Bachelor's degree or a three-year National Diploma in Accounting with at least three years of experience as a Credit Officer at a medium sized company/institution. Computer literacy. English communication [both oral and written], organisational, interpersonal and administrative skills and a high level of integrity. Ability to work efficiently under pressure in a fast-paced and deadline oriented environment.

Job Description

Verify and control creditor payments, reconcile creditor statements, prepare payments and remittance advices; follow up on outstanding invoices, maintain the filing system and perform any reasonable instructions as requested by superiors.

CLOSING DATE: 29 JUNE 2018

ASSUMPTION OF DUTIES: ASAP

Only shortlisted candidates will be contacted. No documents will be returned.

BENEFITS

NUST offers a competitive salary and the following fringe benefits:

- * Annual Bonus
- * Generous Leave Privileges
- * Housing Allowance
- * Medical Aid Scheme
- * Pension Fund
- * Relocation Expenses

APPLICATION PROCEDURE

Applications in writing, accompanied by a Curriculum Vitae, giving full details of work experience and proof of qualifications, should be submitted to: The Director: Human Resources, Namibia University of Science and Technology, Private Bag 13388

or

13 Storch Street, Windhoek, NAMIBIA.

Applications may be emailed to recruitment@nust.na

On e-mail applications, please enter the title of the position in the subject line.

All foreign qualifications will be validated by the NQA.