



WE ARE HIRING

Office of the Deputy Vice-Chancellor: Finance and Operations

Office of the Bursar

Accountant: Revenue

Requirements

Bachelor's degree (Honours) in Accounting and Finance (NQF Level 8) with at least six (6) years relevant experience of which three (3) years should be in a supervisory role. Proficiency in the application of IFRS. Theoretical and Practical knowledge of accounting principles. Must have completed articles with an accredited audit/accounting firm. Excellent computer literate, and able to work independently with limited supervision. Strict but firm supervisory skills, professional communication, and interpersonal skills. Excellent problem-solving, negotiation skills, time management skills and due date oriented.

Job Description

Applies IFRS to analyse financial information for managerial and financial reporting. Responsible for moderately complex accounting activities relating to the full aspects of the revenue for the University, including reconciliation of general accounts and other relating activities to the maintenance of a complete and accurate general ledger. Responsible for the preparation of the audit file, VAT output and other relevant regulatory submissions. Reviews entries and/or documents from the Division, compiles and analyses financial information to prepare monthly managerial reports and financial statements. Actively involved in the implementation, modification and/or coordination of the relevant part of the accounting system and control procedures, and in the management the activities /operations of the Division. Has both supervisory and client relationship responsibilities. Any other relevant duties as requested.

Contact: Ms Thephilia Shikongo
T: +264 61 207 2080
E: ttshilongo@nust.na

Directorate of Academic Development and Support, and Satellite Campuses

Library and Informatation Services

Library Assistant: Circulation Services (2 Positions)

Requirements

A Diploma in Library and Information Studies (NQF Level 6) and at least 1 year's relevant experience in a library. Experience required are computer literacy, superior work ethic and work dedication are essential. Fluency in English, good interpersonal and organising skills are required. Must be a good team player and be prepared to work evening shifts and weekends.

Job Description

Respond to basic reference queries, assist clients with searching the online discovery platform, e-resources, print materials, reference and periodicals and other collections to locate needed information. Perform collection administration and circulation services through the issuing, renewal and return of library material and the shelving, weeding, and stocktaking of the collection. Create a physical environment conducive to study, teaching, and research, as well as library marketing through monthly displays. Conduct Library tours during the 1-year orientation and right through the year on request.

Contact: Ms Sharon Karuomba
T: +264 61 207 2113
E: skaruomba@nust.na

EMPLOYEE VALUE PROPOSITION



Compensation



Career and Personal Growth



Work and Environment



Rewards and Recognition



Benefits

Join NUST to advance your career and shape Namibia's future in a supportive and nurturing community of learning.

Closing Date:

09 AUGUST 2024

The normal retirement age is 65 years.

NUST, an equal opportunity employer, invites qualified persons to submit their applications in writing, accompanied by a cover letter, a detailed Curriculum Vitae, proof of qualifications as well as the names and full contact details (including e-mail addresses) of at least three credible work-related referees to:

Private Bag 13388, 13 Jackson Kaujeua 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 must be validated by the NQA. Only shortlisted candidates will be contacted. No documents will be returned.