



Office of the Bursar

Contact: Ms Revonne Husselmann
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Assistant Accountant: PPE & Stores

Requirements

A Bachelor's degree in Accounting or an equivalent, relevant qualification with at least three years of experience in Asset Management and Stores in a medium sized Company or Institution. Computer proficiency in Microsoft Word, Excel, and Financial Systems. Good communication, organisational and administrative skills. The Ability to work independently in a fast-paced environment. A high level of integrity and confidentiality is essential.

Job Description

Manage and control the asset section and staff; maintain a complete and correct asset register; maintain proper control of store items; enforce policies and procedures on asset management and stock control; calculate depreciation; account for write-offs and disposals and liaise with various departments on proper control of asset movement.

BENEFITS

NUST offers a competitive salary and the following fringe benefits:

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

CLOSING DATE: 31 MAY 2017
ASSUMPTION OF DUTIES: ASAP

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