

Office of the Bursar

Contact: Ms Theophilia Shilongo
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Assistant Student Debtor Officer

Requirements

A National Diploma in Accounting with at least three years of experience in debtor's administration or Grade 12 with at least five years of experience in debtor's administration. High level of integrity and a well-developed service attitude. Computer literacy and excellent communication [both oral and written], organisational, interpersonal and sound administrative skills. The ability to work efficiently under pressure and overtime when required.

Job Description

Dispatch statements and quotations to students; process miscellaneous charges on student accounts; file and ensure the safekeeping of cheques and other records; act as a cashier as and when required and attend to general student queries.

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.