

## Office of the Bursar

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### Student Debtor Officer

#### Requirements

A Bachelor's degree in Accounting with at least three years of experience in debtor's administration or a Diploma in Accounting with at least five years of experience in debtor's administration. Computer proficiency in Microsoft Word, Excel, and Access. Excellent communication [both oral and written], organisational, interpersonal and sound administrative skills. The ability to work efficiently under pressure.

#### Job Description

Verify student accounts for correctness, dispatch statements and quotations to students; administer the refund process; register students; process non-tuition transactions where applicable; act as a cashier as and when required and attend to general student queries.

#### 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](mailto: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.