



VACANCY

Applications are hereby invited from Namibian citizens, for appointment in the following vacancy:

EXPENDITURE ASSISTANT (Paterson B2 Band)

Remuneration & Benefits: Minimum: N\$160 450.00

Market related salary package, Council cover 85% of Medical Aid contribution, Council contribute 21.7% of basic salary toward staff's Pension Fund, Council pays 22% of basic salary as Housing Allowance / 42% of basic salary as Housing Subsidy, Transport allowance of N\$1,300.00pm, 13th Cheque, 35 m³ free water per month and 20 working days leave per annum and 8 leave days gratuity bonus

Main purpose of the job: Be responsible for providing financial services, including capturing of order payments in an effective and efficient manner within established time limits and ensure safekeeping of voucher payments.

Key performance areas: The successful candidate will be responsible to execute the following duties:

1. Responsible for safekeeping of voucher files.
2. Assist with processing of invoices
3. Request and liaise with suppliers with regards to outstanding invoices
4. Administration of direct deposits
5. Administration

Minimum Requirements:

Applicants should have

- Grade 12 (20 points over 5 subjects which must include an E in English)
- A Certificate in Accounting/Finance or Auditing
- One (1) year relevant working experience in Expenditure Accounts payable environment

Contact person: Ms. M Niemand at telephone no. 064 - 4104225 or Ms G Mukena at 41044302

Applicants should complete Council's prescribed application form which can be obtained from our website (<http://www.swakopmun.com>), together with **certified** documentary evidence to show the compliance with the requirements stipulated for the position; the nature, scope and period of previous positions held, and the work experience gained; and all material facts should accompany the application form. Complete application forms should be directed to the Human Capital Manager, P O Box 53, Swakopmund or placed in the **GREEN APPLICATION BOX** or apply at our website: <https://careers.swakopmun.com/job/expenditure-assistant-paterson-grade-b2/4> on or before **Friday, 14 August 2026 @ 11:00.**

Only shortlisted candidates will be contacted.

NO E-MAILED APPLICATIONS WILL BE ACCEPTED

THE MUNICIPALITY OF SWAKOPMUND IS AN EQUAL
OPPORTUNITY EMPLOYER

Date of advertisement: 17 July 2026

Notice Nr: V6/2026

A Benjamin
Chief Executive Officer