



# Municipality of Swakopmund

## VACANCY

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

### **DEBTORS CONTROLLER (Paterson Band: B4)**

**Remuneration & Benefits: Minimum : N\$173 814.00**

Market related salary package, Medical Aid, Pension Fund, Housing Allowance/Subsidy, 35 m<sup>3</sup> free water per month and 28 working days leave per annum.

**Purpose of job:** Responsible for levying and reconciliation of all fees, insurance, instalments, loans, connections of new accounts and disconnections, leases and rentals.

**Requirements:**

- Applicants should have Grade 12 (pass mark of 20 points over 5 subjects which must include an E symbol in English),
- A Certificate in Accounting or Finance
- Two (2) years' experience in administration of immovable property loans procedure and applications.
- Experience in reconciliations of debtors' accounts. Knowledge in debtors' administration and management.
- Knowledge in Microsoft Office.

**Contact person:** Mrs G Mukena (Tel no: 4104302) or Ms M Niemand (Tel no: 4104225).

Applicants should complete Council's prescribed application form which can be obtained from our website (<http://www.swkmun.com.na>), 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** on or before **Monday, 12 September 2022 @ 11:00**.

**Only shortlisted candidates will be contacted.**

**THE MUNICIPALITY OF SWAKOPMUND IS AN EQUAL OPPORTUNITY EMPLOYER**

**A BENJAMIN  
CHIEF EXECUTIVE OFFICER**

**Notice Nr: V9/2022.09.12**