

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: ADMINISTRATION

DIVISION: FINANCE AND GENERAL SERVICES

Post Designation: Accounts Assistant Grade 11

1 x Post: Windhoek

- **Salary Scale:** N\$ 139, 636 –N\$ 167, 481
- **Transport Allowance:** N\$ 10, 512 per annum
- **Housing Allowance:** N\$ 13, 944 per annum

Minimum Requirement: A Senior Secondary Certificate on NQF Level 3 or equivalent qualification.

Added Advantage: An appropriate qualification and work experience in the field of Accounting.

Key performance areas

- Responsible for implementing Salary advices, preparing payments for creditors, collecting and filing of Treasury approvals/authorizations properly, capturing of DSA advances/claims on IFMS, recording of DSA advances/claims in the register, printing of proof of payments & debit balance list.
- Filing of supplementary and month-end salary statements, DSA advances and claims payments, Creditors payments vouchers, salary advices and pay slips, receipts and bank deposits, PAYE Certificates.
- Perform the activities on the IFMS to achieve the objectives of the system.
- Ensure that activities of the EDRMS (sorting, numbering, scanning, barcoding and uploading) are carried out to achieve the objectives of the system.
- Implementation of the PMS framework within the Finance Subdivision

Application procedure:

- Candidates reaching the final stage of selection may undergo a vetting process.
- Shortlisted candidates may be required to undergo Psychometric Test or a Practical Test.

Applications must be addressed to:

The Deputy Auditor-General

Office of the Auditor-General

Private Bag 13299

Windhoek

Namibia

OR

Be hand delivered at:

The Office of the Auditor-General

123 Robert Mugabe Avenue

Windhoek

Enquiries: Ms. Joolokeni Hamunyela, Tel: 061-2858426 or Ms. Beatrice Mutonga, Tel: 061 2858219