



**CAREER OPPORTUNITY - EXTERNAL**

The Namibian Standards Institution (NSI) was established in terms of the Standards Act, 2005 (Act No. 18 of 2005). The primary role of the NSI is to promote Standardisation and Quality Assurance in industry, commerce and the public sector in Namibia, with the aim of improving product quality, industrial efficiency and productivity, and to promote trade, so as to achieve optimum benefits for Namibia.

**POSITION: CREDITORS CLERK (B3) x 2**

**Duty Station: Windhoek**

**Primary purpose of position:**

Effect and record all required administrative steps in order to prepare payment of the Organization's creditors, as authorised.

**Educational requirement:**

Grade 12 with Mathematics or Accounting.  
Certificate in Accounting.

**Experience requirement:**

One (1) year experience in Accounting with Creditor's or Debtor's background.

**Skills & knowledge requirement:**

- Accounting Terminology
- Basic interpersonal skills
- Pastel(on the job training)
- Processing information
- Basic computer literacy
- Numeric ability
- Basic customer care

**Key Performance Area**

- Purchasing, Documentation
- Creditor Transaction Input
- Payment processing
- Storage of records
- Teamwork and Personal Development

Applications should include a detailed Curriculum Vitae, certified copies of qualifications, academic transcripts and copy of identification document or passport.

The NSI is an equal opportunity employer and encourages applications from the designated groups e.g. women and persons with disabilities, in particular, in terms of the Affirmative Action (Employment) Act No. 29 of 1998)

## POSITION: CREDITORS CLERK (B3) x 2 (Cont.)

Applicants not meeting the criteria need not to apply.

Only shortlisted candidates will be contacted.

Emails and faxes are not accepted

NB: Candidates should ensure that all qualifications are evaluated and verified by the Namibian Qualification Authority.

**The closing date for applications is 12 July 2024**

### Applications can be addressed to:

Office of the Acting Human Resources Manager

P.O Box 26364

Windhoek

### Hand Delivered to:

NSI Head Office

37 Feld Street,

Ausspannplatz

Windhoek



[www.nsi.com.na](http://www.nsi.com.na)