



**KATIMA MULILO TOWN COUNCIL**  
*HUMAN RESOURCES AND CORPORATE SERVICES DEPARTMENT*

Tel: +264 66 261 500  
Fax: +264 66 253 220

www.kmtc.org.na  
Email: [info@kmtc.org.na](mailto:info@kmtc.org.na)  
Erf No: 1383, Lifasi Street

Private Bag 5009  
Ngweze, Namibia

---

**KATIMA MULILO TOWN COUNCIL**  
An equal opportunity employer

---

**VACANCIES**

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

**1x POST: ACCOUNTANT: DEBTORS (PATTERSON C4)**

<b>Salary scale</b>	: 212 864 – 221 463
<b>Housing allowance</b>	: 40% of basic salary with a bond
	: 20% of basic salary without a bond
<b>Transport Allowance</b>	: 7704.00 per annum

**Main Purpose of Position**

To ensure that all revenues are collected in accordance with council's policies and procedure. To ensure the effective and efficient running of the division in conjunction with the immediate superior welfare of staff and effective collection of all revenue and the recording of all income received.

**Minimum Educational Qualification and Experience Required**

- ❖ A B- Degree in Accounting/Finance plus 2 years in a financial accounting position with significant exposure to revenue and debt collection, and which should have been at a supervisory level. OR
- ❖ 3 Year Diploma in Accounting/Finance plus 3 years in a financial accounting position with significant exposure to revenue collection.

**Special Requirements**

- ❖ Driving Licence Code B

**Key Performance Areas**

- ❖ Collection of all outstanding debts
- ❖ Extension for payment agreements
- ❖ Revenue
- ❖ Internal audits
- ❖ Tracing of debtors
- ❖ Monthly reports and statistical data
- ❖ Staff supervision

**THE COUNCIL OFFERS THE FOLLOWING BENEFITS:**

Attractive pension scheme, medical scheme, 13th cheque and attractive leave per annum.

Written applications, detailed CV, proof of citizenship and certified copies of qualifications should be attached to your application and then be forwarded/addressed to: **The Chief Executive Officer, Katima Mulilo Town Council, Private Bag 5009, Katima Mulilo.**

Enquiries can be directed to the Head: Human Capital-Ms. Feliciana Shishiveni at 066 261566. Previously disadvantaged Namibians are encouraged to apply. No documents will be returned. Only short listed candidates will be contacted. Foreign qualifications should be accompanied by evaluation reports from NQA.

**CLOSING DATE FOR APPLICATIONS IS FRIDAY, 19 May 2023.**

**NB: No emailed or faxed applications will be accepted.**