

# VACANCY



Namibia Wildlife Resorts (NWR) is a state-owned enterprise mandated to manage tourism facilities within the protected areas of Namibia. Suitable and qualified NWR employees are invited to apply for the following vacant positions.

**Job Title: Financial Assistant - Treasury x1 | Job Grade: C1**  
**Duty Station: Head Office**

### **Primary Purpose of this Position**

To ensure that revenue generated from campsand resorts are validated and recorded.

### **Key performance Areas**

Revenue recording  
Reconciliations  
Reports  
Fund transfer  
General Administration

### **Qualifications and Experience Required**

- Diploma in Finance & Accounting or
- Grade 12 with 2 years working experience in Finance and Accounting.
- Financial analytical skills
- Good Interpersonal skills
- Proficiency in written and spoken English
- Supervisor skills
- Computer literacy - i.e. Innkeeper system experience (added advantage)
- Time Management skills

Candidates who meet the minimum requirements of the positions as advertised, should submit their applications, accompanied by a detailed Curriculum Vitae and copies of their qualifications, via email not later than **Monday 21 August 2023 @ 17h00, to [vacancies@nwr.com.na](mailto:vacancies@nwr.com.na)**.