



EXTERNAL VACANCY

The **Namibia Airports Company** is a wholly State-owned company established in terms of the NAC Act (Act no. 25 of 1998) and governed by the Public Enterprises Governance Act (Act no.1 of 2019) and Companies Act (Act no.28 of 2004), to undertake the operations, management, and control of certain aerodromes in Namibia, and to provide for incidental matters.

POSITION: ACCOUNTANT PROJECTS & FIXED ASSETS

DEPARTMENT: FINANCE & ADMINISTRATION

JOB GRADE C4

Duty Station	Head Office
Direct Supervisor	Manager: Management Accounting
Primary Purpose	<ul style="list-style-type: none"> Responsible for the accounting and administration of all company projects and fixed assets, including acquisition, depreciation, reconciliation, and disposal. The role ensures the integrity of the Fixed Assets Register and aligns with the company's financial and operational policies while also providing valuable insights for capital budgeting and expenditure controls.
Minimum Qualifications and Experience	<ul style="list-style-type: none"> Bachelor's degree (NQF level 7) in accounting and finance, Commerce or any other related field with at least 3 years of experience <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Diploma on NQF level 6 in Accounting and Finance, or any relevant field (NQF 6) with at least 5 years of experience.

Field of Experience	<ul style="list-style-type: none"> • Accounting and Finance • Proven experience in fixed asset management, project accounting, and financial reporting • Experience with internal controls and audit procedures related to fixed assets.
Key Performance Areas	<ul style="list-style-type: none"> • Fixed Assets management • Project Accounting • Compliance and Audit • Reporting • Collaboration and Communication • Administration
Competencies / Skills	<ul style="list-style-type: none"> • Good understanding fixed asset administration. • Microsoft Suite • Customer service orientation, responds promptly to customer needs and improve service • Able to plan, organize and priorities work activities and uses time efficiently. • Financial accounting and reporting • Strong knowledge of IFRS, fixed asset accounting, and project accounting. • Confidentiality • Literacy and numeracy • Presentation skills
Enquiries relating to job content should be directed to:	The Human Resources Department @ Tel: 061 295 5000 /5049

For the applications to be valid, a submission must be made no later than the 23rd May 2025 and should comprise of the following:

- Cover letter,
- An up-to-date curriculum vita (including career path to date) with at least two professional references,
- certified copies of the academic qualifications, identity documents and all other supporting documents required and submitted (**not older than 6 months**)

NB: Qualifications obtained from non-Namibian institutions must be accompanied by NQA evaluation.

Document should be forwarded to:

***The Human Resources Department
Division: Resourcing, Relations & Wellness
Namibia Airports Company
3rd Floor, Sanlam Centre
145 Independence Avenue***

Designated persons as defined in the Affirmative Action (Employment Act, Act No.29 of 1998) are encouraged to apply.

*E-mail and faxed applications will not be considered.
Only short-listed candidates will be contacted.
No documents will be returned to candidates.*