

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

EXTERNAL VACANCIES**DEPARTMENT OF FINANCE, IT & ADMINISTRATION****1x POST: BILLING CLERK (B4)**

Salary scale	: 114 906 – 119 594
Housing allowance	: 40% of basic salary with a bond
	: 20% of basic salary without a bond
Transport Allowance	: 10 512.00 per annum

Main Purpose of Position

To ensure that meter readings are accurate and subsequently ensure timeous invoicing. To ensure that all services are billed timeously and accurate.

Minimum Educational Qualification and Experience Required

- ❖ Grade 12 with Accounting and/or Mathematics as a subject with 2 years' experience in a similar position in a revenue environment.

Special Requirements

- ❖ None

Key Performance Areas

- ❖ Leases accounts
- ❖ Rates and Taxes
- ❖ Journals related to consumer debtors
- ❖ Meter Readings/ Cashiers
- ❖ Consumption exception reports
- ❖ Invoices and refunds

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 Department of Human Capital at 066 261500/30. Previously disadvantaged Namibians, women and people with disability 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.

NB//COUNCIL RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT BEFORE OR AFTER INTERVIEWS WITHOUT NOTICE TO APPLICANTS.

NO EMAILED OR FAXED APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE FOR APPLICATIONS IS MONDAY, 09 JUNE 2025 at 17H00