

INTERNAL VACANCY



As a leading strategic and dynamic institution, unique in our trade and very committed to our contribution to national development, NAMPORT, invites suitably qualified persons to apply for the following position:

POSITION: ACCOUNTS ASSISTANT: REVENUE
DEPARTMENT: FINANCE
LOCATION: PORT OF WALVIS BAY ×2 & PORT OF LÜDERITZ ×1
JOB GRADE: 11

PURPOSE OF THE JOB:

To provide efficient revenue administration support by processing operational transactions, verifying charges, issuing invoices, maintaining accurate financial records, and delivering excellent service to internal and external stakeholders. The role reports directly to the Revenue Supervisor.

KEY PERFORMANCE AREAS:

- Process and capture import, export, and miscellaneous revenue transactions accurately in the Enterprise Resource Planning (ERP) system.
- Verify and reconcile operational documentation to ensure all cargo, vessel, and service-related charges are correctly accounted for.
- Prepare, process, and distribute invoices while supporting the resolution of billing, credit, and customer account queries.
- Capture and process revenue information relating to Namport operations.
- Liaise with operational departments and customers to ensure efficient document flow and service delivery.
- Maintain accurate financial records and supporting documentation in compliance with company policies and statutory requirements.
- Support the implementation of internal controls, governance processes, and risk management practices.
- Respond to customer and stakeholder enquiries and build positive working relationships with internal and external stakeholders.
- Perform other finance and revenue administration duties as required.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- National Diploma (NQF Level 6) in Accounting, Finance, or a related field.
- A Bachelor's Degree (NQF Level 7) in Accounting, Finance, Commerce, or a related discipline will be an added advantage.
- Minimum of three (3) years' relevant experience in accounting, finance, revenue administration, or a related financial environment.
- Experience working with SAP ERP or a similar financial management system will be an added advantage.
- Sound understanding of the transport, logistics, maritime, or port operations environment will be advantageous.
- Proficiency in Microsoft Office Suite, particularly Excel, Word, and PowerPoint.
- Strong organisational and administrative skills.
- High level of accuracy and attention to detail.
- Good written and verbal communication skills.

Temporary employees who have been continuously employed by Namport for a period of at least one (1) year as at the closing date of this advertisement will be eligible to apply and will be considered as internal candidates.

WINDOW OF OPPORTUNITY: 03 August 2026

Namport is an equal opportunity employer and is committed to providing world-class port services to all local, regional and international seaborne traders, through excellent customer service, sustainable growth, development and social responsibility. **Women and persons with disabilities are encouraged to apply.**

Interested candidates are encouraged to apply by submitting their applications electronically via www.namport.com.na/careers/ or access the Namibia Integrated Employment Information System (NIEIS) through the following link: <https://nieis.namibiaatwork.gov.na/>.

All foreign qualifications should be evaluated by NQA.

Only shortlisted candidates will be contacted. No hand delivered, emailed or faxed applications will be considered



Scan to visit our website and apply via the Careers Portal.

All enquiries should be directed to the **Human Capital Business Partner**

064 – 208 2211/ 2297

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www.namport.com