

INTERNAL VACANCY



NAMPORT is a leading strategic and dynamic institution facilitating trade for national development. We are unique in our trade and operate in a highly competitive global sphere. Opportunities are available for creative and high potential individuals who have the zeal to learn, grow and contribute in a high-performing environment. As a reputable Employer of choice, we offer competitive rewards and prospects in return.

Our vision is to be Africa's leading maritime logistics hub. If you resonate with our vision and have the right attitude; we encourage you to apply for the following position:

POSITION: ACCOUNTS ASSISTANT: PAYABLE *2
DEPARTMENT: FINANCE
LOCATION: PORT OF WALVIS BAY
JOB GRADE: 11

PURPOSE OF THE JOB:

To support the efficient and accurate processing of Namport's payment obligations by performing day-to-day accounts payable tasks in compliance with financial policies and procedures. The Accounts Assistant: Payable contributes to Namport's financial integrity and operational effectiveness through diligent record-keeping, timely processing, and coordination with internal and external stakeholders. This position reports directly to the Supervisor: Accounts Payable.

KEY PERFORMANCE AREAS:

- Maintain organised and up-to-date records of all accounts payable transactions, including invoices, payments and correspondence.
- Assist in preparing financial reports, legal registers and statistical data to meet internal and external requirements.
- Provide documentation and supporting evidence for internal and external audits.
- Adhere to internal control and governance frameworks when executing accounts payable duties.
- Monitor processes to ensure compliance with company policies and relevant regulations.
- Establish and maintain effective working relationships with external stakeholders and internal business units.
- Aid and support to stakeholders as required.
- Support and adapt to organisational changes, setting a positive example for embracing change.
- Contribute to implementing and tracking process-improvement initiatives aimed at enhancing the efficiency and effectiveness of accounts administration.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- A Diploma [NQF Level 6] in Accounting.
- A minimum of three years' relevant work experience in accounts payable or a similar financial role.
- Experience with SAP ERP systems will be an added advantage.
- Solid understanding of the transport, logistics and port operations environment.
- Proficiency in Microsoft Office Suite, including Excel, Word and PowerPoint, and general computer literacy.
- Familiarity with financial software and accounting systems.
- Strong knowledge of accounting principles and practices.
- Ability to process financial transactions accurately and efficiently.
- Strong organisational skills and attention to detail.
- Ability to analyse financial data and generate reports to support decision-making.

WINDOW OF OPPORTUNITY: THURSDAY, 08 OCTOBER 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