

EXTERNAL VACANCIES

SIX (6) MONTHS FIXED CONTRACT: ACCOUNTANT: TREASURY AND COMPLIANCE

Business Unit: Finance and Administration
Grade: D1
Duty Station: Walvis Bay

SIX (6) MONTHS JOB INTERNSHIP

Business Unit: Network Operations and Maintenance
Duty Station: Omaruru
Field of Study: Office Administration

Erongo Regional Electricity Distributor Company (Pty) Ltd, commonly known as Erongo RED is mandated to distribute and supply electricity in the Erongo Region. We are proud to announce that Erongo RED is an equal opportunity employer. Qualified applicants from the designated groups defined in the Affirmative Action (Employment) Act, Act No. 29 of 1998 are encouraged to apply. Preference will be given to women and persons with disability.

THE PURPOSE OF THE JOB:

The role of the **Accountant - Treasury and Compliance** is to apply professional financial accounting approach to the financial accounts of Erongo RED and to ensure accurate processing of all financial transaction events as it relates to cash and bank, debtors and creditors. To provide advice on investment opportunities. Management of Erongo RED's cash flows, banking and investments as well as effective control of the risks associated with these activities.

QUALIFICATIONS REQUIRED:

- A Bachelor's Degree in Accounting and/or Finance with completed articles, NQF Level 8.

ADVANTAGEOUS QUALIFICATIONS:

- Hon's Degree in Accounting/Finance with completed articles.

KEY PERFORMANCE AREAS:

- Financial planning and budgeting
- Financial reporting
- Internal and external communication
- Creditor's payments and integrity
- Debtors/Finance provider accounts
- Accounts reconciliation and integrity
- Taxation integrity
- Investment administration and treasury services
- Investments and financial transactions records
- Personal growth and development

EXPERIENCE:

- A minimum of 4 years relevant working experience in a similar position.

LICENSE REQUIRED:

- N/A

THE PURPOSE OF THE JOB:

The role of the **Intern-Administration** is primarily to perform administrative duties, documentation and support services, scheduling of meetings and compilation of required reports for management related to Network Operations & Maintenance and other business units as requested, liaising with other business units and ad-hoc duties as required.

QUALIFICATIONS REQUIRED:

- Grade 12 plus a Certificate in Office Administration / Secretarial Studies.

ADVANTAGEOUS QUALIFICATIONS:

- Diploma in Office Administration or Secretarial Studies.

KEY PERFORMANCE AREAS:

- Engage with and ensure satisfaction internal & external stakeholder.
- Compile reports, memoranda and letters for the Business Unit
- Provide general administration support for the Business Unit
- Provide general administration support for staff within the Business Unit
- Carry out Ad-Hoc Duties & adhere to the Erongo RED Policies and procedures
- Comply with SHE policies and procedures

EXPERIENCE:

- Two (2) years relevant experience in an office administrative role.

Applicants who comply with the above-mentioned requirements may submit their CV's plus certified copies of educational qualifications to: **Ms. Jenny Hoebes: Human Capital and Corporate Services Division, P.O. Box 2925, Walvis Bay, Contact Details: 064-201 9050 or hand deliver at Erongo RED Head Office, 91 Hage Geingob Street, Walvis Bay.** Please note that no documents will be returned and no faxed or e-mailed applications will be accepted. Only short listed candidates will be contacted for interviews.

Closing Date: Tuesday, 18 February 2025

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