



## EMBASSY OF THE UNITED STATES OF AMERICA

**The Embassy of the United States of America in Windhoek is seeking to hire an individual for the part-time position of Accounting Technician. [Position grade: FSN 7]**

**STARTING SALARY:** N\$ 126,814 gross per annum (20 hours)

The incumbent is responsible for maintaining the accounting records, recording obligations, and monitoring funds control levels for post-held allotments. Works with Financial Management team, (Voucher Examiners, Cashier, Accountant and Financial Specialist) to ensure all accounts are properly maintained. Incumbent will assist the Financial Specialist with the ICASS program.

### **Required Qualifications and skills:**

1. High School Diploma is required.
2. Five years of progressively responsible experience in a financial field.
3. English Reading/Speaking/Writing Level IV (Fluent) is required. This will be tested.
4. Computer literacy with proficiency in Microsoft Programs, including MS Word and Excel is required. This will be tested.

Interested persons should submit a completed DS-174 form (available at the U.S. Embassy reception, 14 Lossen Street, Ausspannplatz or at <http://windhoek.usembassy.gov>) and a current CV to the Human Resources Officer at the Embassy by 17:00 on or before **October 10, 2014**.

Applications may be mailed to P/Bag 12029, Ausspannplatz, Windhoek, or submitted via e-mail to [HROWindhoek@state.gov](mailto:HROWindhoek@state.gov)

Only short listed candidates will be contacted. Please submit copies of relevant documents. Applications submitted will not be returned.

This is a re-advertisement of the position. If you applied before and are still interested, PLEASE RESUBMIT YOUR APPLICATION.

**Please note that all vacancies within the US Embassy are advertised on the following website: <http://windhoek.usembassy.gov>**