



ARANDIS TOWN COUNCIL

EXTENAL VACANCY NOTICE- GRADUATE INTERNS

Arandis Town Council is hereby inviting suitably qualified candidates to apply for the following positions

Monthly Allowance: N\$3120.00
Department: Financial Services

Duration: six (6) Months
Duty Station: Arandis

Position	No.	Description	Minimum Qualification
Meter Reader Intern	1	Conduct field meter readings, capture readings on the billing system, verify anomalies/faulty meters and report discrepancies to the Revenue Section.	Grade 12 Ability to work in the field; valid driver's licence code B upwards
Debt Collection Intern	1	Assist with tracing and following up on defaulting accounts, preparation of demand letters and handover schedules, updating the debtors' age analysis and liaising with consumers on payment arrangements.	Diploma or Degree in Accounting, Finance, Credit Management or Business Administration (NQF Level 6 or higher). Strong communication and numeracy skills.
Billing Accounts/ Property Information Audit Intern	1	Assist with the auditing of billed consumer accounts, verification of tariffs applied, reconciliation of billing exceptions and support in resolving consumer billing queries.	Diploma or Degree in Accounting, Internal Auditing or Finance (NQF Level 6 or higher). Business Administration Sound understanding of basic accounting principles.
Procurement Intern	1	Assist with sourcing of quotations, compilation of bid/quotation documents, maintenance of the supplier database, and administration of purchase orders and asset records.	Diploma or Degree in Procurement/Purchasing and Supply Management, Finance, Logistics or Business Administration (NQF Level 6 or higher).

Important Notice to Applicants:

- Only candidates who meet the above requirements should apply.
- Signed Cover Letter, Comprehensive CV,
- Certified copies of ID, certified copies relevant qualifications (foreign qualifications must be evaluated by NQA),
- Certified documentation must not be older than six (6) months at the time of application.
- All documents must be certified copies. Submission of original or uncertified documents will NOT be accepted.
- Applications must be submitted ONLY VIA THE OFFICIAL RECRUITMENT PORTAL.
- No email or fax submissions will be accepted.

Please confirm the following before submission:

- ✓ Grade 12 Certificate & Certified copy of Namibian Identity Document (ID)
- ✓ Relevant Qualifications, Evaluation Certificate (for foreign qualifications, where applicable)
- ✓ Comprehensive Curriculum Vitae (CV) and Signed Cover Letter

Application Submission

Applications must be submitted on the website portal (<http://www.jobopportunities.net>) and for assistance on the portal please contact the Tara Nawa Team on (0)64 402 403 or 081 229 4611.

Closing Date: Wednesday, 19 August 2026 @ 16H00


Stanley Norris (Mr)
CHIEF EXECUTIVE OFFICER

