



ARANDIS TOWN COUNCIL

EXTENAL VACANCY NOTICE

Arandis Town Council is hereby inviting suitably qualified candidates to apply for the position of **DEBT COLLECTOR**.

Job Title:	DEBT COLLECTOR (CONTRACT)	Monthly Salary: N\$19,579.40
Duration:	12 Months	
Department:	Financial Services	Duty Station: ARANDIS

Primary Purpose: To manage the collection of overdue payments owed to the Arandis Town Council for all services rendered. This role involves working closely with the finance, technical and property departments, service providers, residents and businesses to ensure timely, effective and efficient debt recovery in accordance with the Council's policies and procedures.

Minimum Requirements:

- Grade 12 and Diploma in Accounting/Finance or Commerce related
- Must be a Namibian Citizen.
- 3 years' experience in debt collection/recovery.
- Local Authority debt collection experience will be an added advantage.

Key performance Areas

- Contact residents, businesses, or other entities with outstanding debts and initiate collection processes
- Negotiate payment arrangements, or instalment plans.
- Draft and send official notices, warning letters and payment reminders.
- Prepare reports on debt recovery progress for senior management and financial teams.
- Advise on strategies for recovering difficult debts, including attachment of assets or garnishing orders
- Assist in query resolution, Customer debt education and Compliance with Council's policies and procedures.

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),
- ✦ Proof of experience, testimonials, reference letters etc.
- ✦ 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.
- ✦ Incomplete applications will not be considered.
- ✦ Applications must be submitted **ONLY VIA THE OFFICIAL RECRUITMENT PORTAL**.
- ✦ No email or fax submissions will be accepted.

Please confirm the following before submission:

- ✓ Valid Driver's Licence & Certified copy of Namibian Identity Document (ID)
- ✓ Grade 12 Certificate
- ✓ Relevant Qualifications
- ✓ NQA Evaluation Certificate (for foreign qualifications, where applicable)
- ✓ Comprehensive Curriculum Vitae (CV) and Signed Cover Letter
- ✓ Proof of Industrial/Work Experience (supported by certified documents, e.g. reference letters/testimonials)

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

