

# DHPS

Deutsche Höhere Privatschule Windhoek

The Deutsche Höhere Privatschule Windhoek (DHPS)  
has a vacancy for a part- time  
**Creditors Controller**  
for immediate commencement

## Your responsibilities include:

- Managing and overseeing the creditors/accounts payable function
- Performing general administrative duties

## Your profile:

- Minimum three (3) years' experience in a financial environment
- Fluency in English (German is an advantage)
- Knowledge of computerized accounting systems (Pastel Accounting)
- Advanced proficiency in Microsoft Office packages

The Deutsche Höhere Privatschule offers you a position in a dedicated and committed team, as well as performance-based remuneration.

If you are interested, please send your complete application documents, including a detailed CV and photograph, to:

**Human Resources Departement**  
**P.O. Box 78, Churchstrasse 11 – 15**  
**Windhoek**

**Closing Date: 07. Mai 2026**  
**Email: [hr@dhps-windhoek.com](mailto:hr@dhps-windhoek.com)**