

VACANCIES – FIXED-TERM WORKERS REQUIRED CASH GRANT ADMINISTRATION



▪ Team Leader – mobile unit

Educational and experience requirements

- A Certificate in Information Technology (IT) or related field, with a minimum of 5-years experience in payment services.
- Grade 12
- Valid Certificate of Conduct
- Valid driver's license (Code B).

▪ Paymaster – mobile unit

Educational and experience requirements

- Grade 12, with a minimum of 2-years' experience in payment services.
- Valid Certificate of Conduct
- Valid driver's license (Code B).

▪ Supervisor: Payment Operations

Educational and experience requirements

- National Diploma in Accounting or Finance, with a minimum of 4-years' experience in payment services.
- Valid Certificate of Conduct
- Valid driver's license (Code B).

▪ Reconciliation Officer

Educational and experience requirements

- National Diploma in Accounting or Finance, with a minimum of 4-years' experience in payment services.
- Valid Certificate of Conduct
- Valid driver's license (Code B).

▪ Balancing Clerk

Educational and experience requirements

- Certificate in Accounting or Finance, with a minimum of 2-years' experience in payment services.
- Grade 12
- Valid Certificate of Conduct
- Valid driver's license (Code B)

Help Desk Clerk

Educational and experience requirements

- A Diploma in Information Technology (IT) or related field. A+, N+ or ITIL Foundation Training or related Certification will be an added advantage with a minimum of 2-years' relevant experience.
- Valid Certificate of Conduct
- Valid driver's license (Code B)

▪ Fleet Operator

Educational and experience requirements

- A Certificate in Transport and logistics or related field. With a minimum of 2-years' experience within the transport industry.
- Valid Certificate of Conduct
- Valid driver's license (Code B)

Skills and Knowledge requirements

- Analytical thinking
- Problem-solving
- Integrity and confidentiality
- Communication and teamwork

Candidates who comply with the above criteria and competency areas should send online applications to Vacancies@nampost.com.na email should not exceed 20MB and candidates should indicate in the subject line the name of the position.

The documents that need to be forwarded Cover letter, certified copies of relevant qualifications together with a detailed curriculum vitae.

Note: NamPost is an Equal Opportunity Employer and operates in line with affirmative action guidelines.

CLOSING DATE:

19/09/2025

FOR DETAILS, VISIT:

<https://www.nampost.com.na/corporate/vacancies>

www.nampost.com.na



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