



**Vision: A Modern, Vibrant, Customer Centric Company
that delivers value for its stakeholders.**

INTERNAL VACANCY – ZONE CONTROLLER

Division: Operations

Department: Retail Channel

Office: Walvisbay

Primary purpose of position

Supervise and control all incoming and outgoing shipments as well as the supervision of drivers, walkers, and cargo handlers for his / her respective area.

Main Responsibilities

- Shipment Receiving & Shipment Dispatch
- Compliance to all Transport Management System requirements (including scanning etc.)
- Human Resources Supervision
- Customer Care
- Cash handling
- Safety and Security

Educational and experience requirements

- A Grade 12 certificate with 20 points over 5 subjects of which English must be one and passed with an “E” symbol,
- 3(three) years relevant experience of which 1(one) must be on supervisory level.

Skills and Knowledge requirements

- Computer literacy
- Accuracy
- Arithmetic skills
- Mechanical aptitude
- Time Management

Personality requirements

- Assertive and decisive
- Customer Orientated
- Friendly
- Helpful
- Honest
- Reliable

- Punctual

Other

Min of Code C driver's license with valid GP

Closing Date: 8 August 2025

Candidates who comply with the above criteria and competency areas should register on NamPost's HR Recruitment Portal on the NamPost website (www.nampost.com.na).

The documents that need to be uploaded 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.