



NAMIBIA FISH CONSUMPTION  
PROMOTION TRUST

PO Box 568  
**SWAKOPMUND**

**Portion 207**  
John Ovenstone Street  
**WALVIS BAY**

**Tel: +264 64 278 700**

## EXTERNAL VACANCY

Namibia Fish Consumption Promotion Trust (NFCPT) is looking for a dynamic leader, team player and self-motivated individuals to fill the positions of Distribution Clerk, Walvis Bay. The candidates must be self-managed and result-driven, with ability to operate under pressure.

### **DISTRIBUTION CLERK**

#### **DUTY STATION: WALVIS BAY – HEAD OFFICE**

#### **Purpose of the job:**

Responsible for assistance with the completion of administrative and clerical duties regarding orders and distribution.

#### **Key Performance Areas**

- Monitors daily quantity sold at outlets
- Ensure Branch Administrators submit daily sales on time
- Keep record of purchase order issued and payment,
- Compile weekly and monthly sales spreadsheets.
- Reconciling fuel receipts
- Handling departments supplier invoices and submit for payment
- Fleet Administration (Road fund, License renewal, Services Booking)
- Participate in Monthly stock take reconciliation
- Issuing and Receiving of stock in the warehouse

#### **Qualifications/Experience Required:**

- A Grade 12, or equivalent qualification on NQF Level 3,
- A Diploma in Business Administration, Logistics, Supply Chain or similar will be an added advantage.
- A minimum of 2 years relevant experiences.
- Computer literacy (Ms. Word, Excel, Outlook, etc.) is compulsory.
- Driver's license will be an advantage.
- Valid Police code of conduct

Qualified or interested persons should send their comprehensive applications, detailed CV, cover letter, certified copies of educational qualifications, by electronic to:

<https://www.nfcpt.com.na> or <https://nieis.namibiaatwork.gov.na>

**NFCPT is an equal opportunity employer and would like to encourage people with disabilities to apply.**

- **Enquiries:** HR Department: Telephone: 064 – 278717/ 064 278700

#### **• CLOSING DATE: 23<sup>rd</sup> May 2025**

*Note: Only shortlisted candidates will be contacted, and no documents will be returned. No faxed, late, and incomplete applications will be accepted.*

find us at:



@fishconsumptionpromotiontrust  
[www.nfcpt.com.na](http://www.nfcpt.com.na)

BRINGING FISH TO THE NATION

**Trustees:** Suzan Hambelela Ndjaleka (Chairperson), Charlene Hartung, Gideon Thomas, Nicole Klopers