



VACANCY

NAMPORT is a leading strategic and dynamic institution facilitating trade for national development. We are unique in our trade and operate in a highly competitive global sphere. Opportunities are available for creative and high potential individuals who have the zeal to learn, grow and contribute in a high-performing environment. As a reputable Employer of choice, we offer competitive rewards and prospects in return.

Our vision is *to be the best performing seaports in Africa*. If you resonate with our vision and have the right attitude; we encourage you to apply for the following **technical** position:

POSITION:
DEPARTMENT:
LOCATION:

PROPERTY OFFICER
PORT ENGINEERING
PORT OF WALVIS BAY

PURPOSE OF THE JOB:

To plan, control, and coordinate the administration of Namport's property portfolio to increase tenant performance, revenue, and cost recovery while ensuring compliance with applicable laws and regulations for the realization of Namport's overall business strategy. The position reports to the Manager: Property.

KEY PERFORMANCE AREAS:

- Determine revenue collection targets in respect of the lease of properties and devise strategies to achieve such targets.
- Provide guidance on rental tariffs based on current market trends and advise management accordingly.
- Coordinate Town Planning processes and surveying of company properties in liaison with relevant stakeholders.
- Establish and review procedures to monitor and collect outstanding debts from tenants, taking tactical actions when defaults occur.
- Analyse long-term market trends to offer strategic recommendations to management on business development opportunities, including concessions, acquisitions, and disposal strategies.
- Maintain the property management system to ensure rental agreements remain current, financial transactions are processed efficiently, and property records are accurately kept.
- Negotiate lease agreements and contracts with prospective tenants and service providers, ensuring both parties adhere to their contractual obligations.
- Provides support to line management on property-related matters, ensuring alignment with the company policies.
- Develop and maintain effective tenant and stakeholders' relationships.
- Coordinate the development of SLAs and provide ongoing technical support across the business to enhance organisational effectiveness and improve efficiency.
- Provide input to the division's strategy in support of the Namport's medium- and short-term strategies and drive execution thereof.
- Provide input to the development of the Divisional annual OPEX and CAPEX budgeting and expenditure.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- Bachelor's Degree [NQF Level 7] in Land Management, Property Studies, Land Administration, Land Use Planning, or related /equivalent fields.
- Minimum of three (3) years of relevant advanced/ hands-on work experience in Real Estate Property Management and Administration, preferably in a commercial environment.
- Must possess a Code B Driver's License.
- Sound appreciation of property laws, regulations and compliance requirements.
- Excellent customer service and communications skills.
- A high affinity for collaboration and relationship building.
- Must be a Namibian citizen.

Women and persons with disabilities are highly encouraged to apply and will be given preference.

To apply, and for more information on these opportunities, please visit our website at www.namport.com/careers/ or apply through the Namibia Integrated Employment Information System (NIEIS) at <https://nieis.namibiaatwork.gov.na/>

Certified copies of foreign qualifications should be accompanied by proof of evaluation by the Namibia Qualifications Authority.

WINDOW OF OPPORTUNITY: 23 MAY 2025

No hand delivered, emailed, or faxed applications will be considered. Only shortlisted candidates will be contacted.
Enquiries and applications should be addressed to: **Human Capital Business Partner** | Namibian Ports Authority | P O Box 361 | Walvis Bay.
Tel: 064: 208 2307 | 2316 | 2255 | 2506

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