



CAREER OPPORTUNITY

The **Namibia Airports Company** is a wholly State-owned company established in terms of the NAC Act (Act no. 25 of 1998) and governed by the Public Enterprises Governance Act (Act no.1 of 2019) and Companies Act (Act no.28 of 2004), to undertake the operations, management, and control of certain aerodromes in Namibia, and to provide for incidental matters.

POSITION: 2X INFORMATION OFFICER
DEPARTMENT: COMMERCIAL SERVICES
JOB GRADE: B3

Duty Stations	Walvis Bay International Airport Hosea Kutako International Airport
Direct Supervisor	Commercial Services Officer
Purpose of Position	To ensure that departure and arrival times are well coordinated and announced accordingly, and that customer service is maintained at the airport by addressing all travelling passenger and stakeholder enquiries and complaints.
Minimum Qualifications and Experience	Grade 12 with 2 years of experience OR a Certificate in Business Administration, Travel & Tourism, or any relevant field with at least 1 year of experience A valid certificate of conduct
Field of Experience	Customer Service, Travel & Tourism or Business Administration

Key Performance Areas	• Flight announcement • Customer Service • Stakeholder Engagements • Administration • Quality Management System and SMS
Competencies / Skills	• Basic understanding of aviation industry, aircraft and airport operations • Knowledge of passenger information dissemination function • A good understanding about the airport and aircraft operations • Basic understanding of the Namibian Tourism Sector • Microsoft Suite • Administration Process
Enquiries relating to job content should be directed to:	The Human Resources Department @ Tel: 061 295 5000 /5049

*For the applications to be valid, a submission must be made no later than the **28th November 2025** and should comprise of the following:*

- Cover letter,
- A detailed, up to date curriculum vita (including career path to date) with at least two professional references,
- certified copies of the academic qualifications, identity documents and all other supporting documents required and submitted (**not older than 6 months**)

NB: Qualifications obtained from non-Namibian institutions must be accompanied by NQA evaluation.

Document should be forwarded to:

**The Human Resources Department
Division: Resourcing, Relations & Wellness
Namibia Airports Company
3rd Floor, Sanlam Centre
145 Independence Avenue**

Designated persons as defined in the Affirmative Action (Employment Act, Act No.29 of 1998) are encouraged to apply.

*E-mail and faxed applications will not be considered.
Only short-listed candidates will be contacted.
No documents will be returned to candidates.*