

Vacancy at N/a'an Ku Sê Wildlife Experience – N.W.E. Wildlife Sanctuary

An exciting and challenging opportunity is available for an **Assistant Manager** to join our team. The successful candidate will be based at the N/a'an Ku Sê Wildlife Sanctuary, Farm Frauenstein No. 277, Khomas District, Windhoek, Namibia.

Overview

The Assistant Manager supports daily lodge operations with a strong focus on stock control and accurate inventory management. The role ensures smooth coordination between departments, assists the Lodge Manager with administrative and operational duties, and steps in as Acting Lodge Manager when required. This position helps maintain service standards, reduce stock losses, and ensure efficient lodge operations.

Main responsibilities (but not limited to):

Stock Control & Inventory Management

- Oversee all stock control processes across food & beverage, housekeeping, maintenance, and general operations.
- Ensure accurate stock counts, proper documentation, and timely reporting.
- Monitor stock usage, identify variances, and implement corrective actions to reduce losses.
- Maintain inventory systems and ensure proper recording of all receipts and issues.
- Support cost control through efficient management of stock levels and minimising wastage.

Operational Support

- Assist the Lodge Manager with daily lodge operations to ensure smooth service delivery.
- Coordinate with departmental teams to support workflow, logistics, and operational efficiency.
- Provide administrative support including record-keeping, reports, and operational planning.
- Ensure lodge standards and procedures are followed consistently.

Leadership & Supervision

- Supervise staff in relevant departments when required.
- Ensure team members adhere to operational standards and maintain professionalism.
- Provide guidance, support, and problem-solving assistance to teams.

Acting Lodge Manager (when required)

- Step in as Lodge Manager during leave or absence.
- Make operational decisions to ensure guest satisfaction and organisational continuity.
- Manage guest relations and address any issues promptly and professionally.

Job requirements and skills:

Education & Qualifications

- Minimum: Grade 12.
- Preferred: Certificate or Diploma in Tourism, Hospitality, or Management.
- Valid driver's license.

Experience

- Minimum 3 years' experience in a hospitality or tourism environment.
- Experience in stock/inventory management and lodge operations is highly advantageous.

Technical & Soft Skills

- Strong inventory and stock control management skills.
- Computer literacy including inventory systems.
- Strong organisational and administrative abilities.
- Leadership and supervision skills.
- Strong attention to detail and problem-solving ability.
- Ability to work effectively in a fast-paced hospitality environment.

Work Environment & Conditions

- This is a live-in position at Naankuse Farm.
- Requires flexibility and willingness to support operations across departments.

Remuneration:

- A competitive salary package aligned with experience and qualifications
- Accommodation provided at the site
- Membership of the N/a'an ku sê Medical Aid Group (at own cost)

Closing date for applications: 19 March 2026

To apply for this position, please follow the link or scan the QR code:

[Vacancy at N/a'an ku sê Wildlife Experience - Assistant Manager - Naankuse Wildlife Sanctua – Fill out form](#)



Please note:

We are an eco-friendly and paperless company; therefore, hand-delivered CVs will not be accepted.

Only short-listed candidates will be contacted.