Vision: To always be the best at what we do!

VACANCY

Position: **Manager: Security and Investigations**
Division: COO Office
Department: Security and Investigations
Office: Windhoek

Primary purpose of position

The Head: Security and Investigations is a senior-level position responsible for leading NamPost's security, inspection, investigation, fraud prevention and incident response functions. The role develops and implements security policies, procedures, protocols and control measures to protect employees, assets, facilities and operations across NamPost.

Main Responsibilities

- Lead the development and implementation of security, investigations and fraud prevention strategies aligned to NamPost's corporate objectives.
- Provide strategic advice to executive management on security risks, fraud trends, insider threats and emerging risks.
- Oversee physical security operations, surveillance systems, access control measures and security service providers across NamPost facilities.
- Lead investigations into fraud, theft, misconduct, corruption, whistleblower reports and other security-related incidents.
- Manage inspection and forensic review activities and ensure effective corrective action and control enhancement.
- Maintain security governance frameworks, risk registers and compliance with applicable legislation, regulations and internal policies.
- Coordinate responses to security incidents and support business continuity, crisis management and disaster recovery initiatives.
- Develop and maintain effective relationships with law enforcement agencies, regulators, insurers and other key stakeholders.
- Lead, develop and manage a high-performing Security and Investigations team.

Minimum requirements

Qualifications

- Bachelor's Degree (NQF Level 7)in Security Management, Risk Management, Law, Policing or a related field.

- Professional certification in Security Management, Forensic Investigation, Fraud Examination or Risk Management will be an added advantage.

Experience

- Minimum of 7 years' relevant experience in security managemen, investigations, forensic services or risk management.
- At least 5 years' experience in a managerial role.
- Proven experience in investigations, incident management, forensic reviews, executive reporting and law enforcement engagement.
- Sound understanding of the Namibian financial services regulatory environment and reporting requirements.

Competencies and Attributes

- Strong knowledge of physical security, investigatons, surveillance, access control, fraud prevention and incident management.
- Excellent analytical, report writing, interviewing and problem-solving skills.
- Strong leadership, stakeholder engagement and conflict management capabilities.
- High levels of integrity, confidentiality, objectivity and professional judgement.
- Ability to operate effectively in a high-pressure environment and manage sensitive matters with discretion.
- Strong communication and relationship management skills with the ability to engage at executive and board level.

Closing Date: 30 October 2026

Candidates who meet the above requirements should register on NamPost's HR Recruitment portal at www.nampost.com.na

Required documents:
- Detailed curriculum vitae
- Cover letter
- Certified copies of relevant qualifications
- Valid Code of conduct

Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favourably.

Note: NamPost is an Equal Opportunity Employer and operates in line with affirmative action guidelines.