



**Vision: A Modern, Vibrant, Customer Centric Company
that delivers value for its stakeholders.**

VACANCY – Induction Clerks - B2 (Fixed Term Contract)

Division: Logistics and Operations

Department: Mail and Logistics

Office: Windhoek

Primary purpose of position

To capture data from waybills onto the transport management system.

Main Responsibilities

- Waybills capturing
- Waybills and parcels receiving.

Educational and experience requirements

Grade 12 certificate with 20 Points and E in English, 1 year clerical and/or data capturing experience

Skills and Personality requirements

- Proficient in written and spoken English
- Computer literate
- Ability to work under pressure.
- Customer Orientated
- Friendly, Helpful and Honest
- Reliable
- Punctual
- Attention to detail.
- Disciplined.

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:

- Cover letter
- Certified copies of relevant qualifications
- Detailed Curriculum Vitae
- Certificate of Conduct

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