



### CAREER OPPORTUNITY - EXTERNAL

The Namibian Standards Institution (NSI) was established in terms of the Standards Act, 2005 (Act No. 18 of 2005). The primary role of the NSI is to promote Standardisation and Quality Assurance in industry, commerce and the public sector in Namibia, with the aim of improving product quality, industrial efficiency and productivity, and to promote trade, so as to achieve optimum benefits for Namibia.

## POSITION: TRANSPORT OFFICER x 1 (B4)

**Duty Station:** Windhoek

### Primary purpose of position:

To ensure that all transport related matters are planned, executed and monitored to provide a controlled and efficient transport service to the Organisation.

### Educational requirement:

Bachelor's degree in Transport Management NQF 7

**Experience requirement:** 2 years' experience as a driver and at least 2 years' experience in a supervisory position

Drivers Licence Code B, C1E would be an added advantage, minimum two (2) years' driving experience at time of application.

### Skills & knowledge requirement:

Fleet admin  
Clerical  
Customer oriented  
Excel  
Scheduling work and activities  
Adaptive  
Relevant Company Policies  
Documenting/ Recording information  
Assertive  
Basic Communication  
Helpful, reliable

### Key Performance Area

Vehicle registration and record keeping  
Vehicle compliance and maintenance  
Vehicle issuing and receipt  
Supervision & driving duties

## POSITION: TRANSPORT OFFICER (B4) (Cont.)

Applications should include a detailed Curriculum Vitae, Cover Letter, certified copies of qualifications, academic transcripts and copy of identification document or passport and driver's license.

The NSI is an equal opportunity employer and encourages applications from the designated groups e.g. women and persons with disabilities in terms of the Affirmative Action (Employment) Act No. 29 of 1998)

Applicants who do not meet the criteria need not apply.  
Only shortlisted candidates will be contacted.

Emails and faxes are not accepted

NB: Candidates should ensure that all foreigner qualifications are evaluated and verified by the Namibian Qualification Authority.

**The closing date for applications is 26 May 2026.**

Applications can be addressed to:  
Office of the Human Resources Manager  
+26461386444/440  
P.O Box 26364  
Windhoek

Hand Delivered to: NSI Head Office 37  
Sir Seretse Khama, Ausspanplatz  
Windhoek

