



nampost®

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

## **Vacancy – Head: Fleet**

**Division:** Fleet

**Department:** Mail & Logistics

**Office:** Windhoek

Reporting to the Executive: Mail & Logistics

### **Primary purpose of position**

To ensure effective management of fleet acquisition, maintenance and usage and thus optimise the cost of fleet to the business, enabling competitiveness and profitability. Ensures the responsible management of collection, loading/off-loading transportation and delivery of all cargo/freight to from Windhoek and all Line Haul destinations, optimising factors of availability, utilisation, and efficiency and the integration of these components into an effective fleet management system.

### **Main Responsibilities**

- Develop Fleet Annual Plan & Budget (including inputs to Business Unit Plan, Reports & Advice)
- Ensure Fleet Policies & Procedures Implementation & Compliance (incl. Systems & Risk Management)
- Ensure Fleet Availability to Configuration, Purpose & Quality
- Facilitate Technical Maintenance /State of Nam post Fleet (incl. Equipment & Security)
- Ensure Fleet Optimal Utilisation
- Ensure Fleet Load & Distribution Effectiveness
- Facilitate Fleet Branding /Image
- Ensure Fleet Administration Effectiveness
- Human Resources Management

### **Educational and experience requirements**

A degree in Transport Management /Logistics/Engineering with a minimum of five (5) years specialisation /proven exposure in Fleet Management /Freight Industry of which three (3) years should have been in a management level position.

## **Skills and Knowledge requirements**

- Interpersonal, leadership and mentoring skills
- Fleet management system and equipment
- Fleet Optimization
- Logistics Planning
- Customer Service Management
- Computer literacy
- Presentation and Analytical skills

## **Other**

Must have at least a valid Code B Driver's Licence.

## **Closing Date: 18 April 2025**

Candidates who comply with the above criteria and competency areas should register on NamPost's HR Recruitment Portal on the NamPost website ([www.nampost.com.na](http://www.nampost.com.na)).

The documents that need to be uploaded Cover letter, certified copies of relevant qualifications together with a detailed curriculum vitae.

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