



We provide the destinations of choice for tourism in Africa

## EXTERNAL VACANCY

Namibia Wildlife Resorts (NWR) is a state-owned enterprise mandated to manage tourism facilities within the protected areas of Namibia. Suitable and qualified NWR employees are invited to apply for the following vacant positions.

**Job Title: MENTOR - Assistant Sales Consultant: Grade B3**

**Job Grade: Grade: B3 (Fixed Term Contract – 2 years)**

**Duty Station: 2× Gross Barmen  
1× Khorixas**

### Primary purpose of this position:

Responsible for the management, administration, bookings and coordination of the front office activities. Oversee the TVET trainees on the practical integration and sign off their logbook on daily basis.

### Qualifications:

- National Vocational Certificate Level 4 Or
- National Certificate in Hospitality NQF Level 5
- With three (3) years' experience at front office
- Ability to operate the switchboard.
- Knowledge of Innkeeper system.
- Communication skills.
- Assessor certificate will be an added advantage

### Key Performance Area:

- Administration.
- Reservations.
- Guest Relations.
- Switchboard.
- Training

**Job Title: MENTOR - Housekeeping**

**Job Grade: Grade :B3 (Fixed Term Contract – Two Years)**

**Duty Station: 2× Khorixas  
1× Gross Barmen**

### Primary purpose of this position:

Responsible for the overall cleaning of all the rooms and bathrooms of chalets/bungalows and immediate surroundings of the. Camp as assigned by the Housekeeping Supervisor.

+264 61 285 7166 Enquiries: @vacancies@nwr.com.na www.nwr.com.na Private Bag 13378, Windhoek, Namibia

Oversee the TVET trainees on the practical integration and sign off their logbook on daily basis.

**Qualifications:**

- National Vocational Certificate in Housekeeping Operation Level 3 or
- National Certificate in Hospitality and Tourism Management NQF L5
- With three (3) years' experience in housekeeping operation
- Assessor certificate will be an added advantage
- Computer literate, (Innkeeper System)
- Numerical skills
- Communication and interpersonal skills

**Key Performance Area:**

- Preparation.
- Clean and Make-up Bungalows
- Cleans surrounding areas
- Training
- General

**Job Title: MENTOR – Restaurant**

**Job Grade: Grade: B3 (Fixed Term Contract – Two years)**

**Duty Station: 2× Gross Barmen  
2× Khorixas**

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**Primary purpose of this position:**

Responsible for the maintaining of Customer rapport in the restaurant and ensuring that guests have a pleasant service. Experience in recommending certain menu's, ensuring customer service and supervising staff efficiently. Oversee the TVET trainees on the practical integration and sign off their logbook on daily basis

**Qualifications:**

- National Vocational Certificate 4 Or
- National Certificate in Hospitality NQF L5
- Three (3) years' experience working in the restaurant
- Excellent communication and interpersonal skills
- Excellent knowledge of food and beverage service.
- Ability to work under pressure.
- Supervisory skills.
- Customer service orientated.
- Time management skills.
- Problem solving skills.

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Directors: Ambassador L.N. lipumbu (Chairperson), J.W. Moore (Deputy Chairperson),  
E.R. Petersen, R. Putter, B.T. Schneider, E.S. Shifotoka, C.R. Williams  
Dr. M. M. Ngwangwama (Managing Director)  
E.Porfirio (Company Secretary)

- Computer literate.
- Assessor certificate will be an added advantage

**Key Performance Area:**

- Cost Control.
- Supervision and Training
- Hygiene.
- Customer Service.
- Administration.
- Stock.
- General.

Employees who meet the minimum requirements of the positions as advertised, and are looking forward to growth and exposure should submit their applications, accompanied by a detailed Curriculum Vitae and copies of their qualifications, via email **NO HAND DELIVERED** Curriculum Vitae's will be considered. Closing date: **03 March 2023 @ 17h00**, to **[vacancies@nwr.com.na](mailto:vacancies@nwr.com.na)**.

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