INTERNAL
VACANCY

NAMPORT is a leading strategic and dynamic institution facilitating trade for national development. We are unique in our trade and operate in a highly competitive global sphere. Opportunities are available for creative and high potential individuals who have the zeal to learn, grow and contribute in a high-performing environment. As a reputable Employer of choice, we offer competitive rewards and prospects in return.

Our vision is to be Africa's leading maritime logistics hub. If you resonate with our vision and have the right attitude; we encourage you to apply for the following position:

POSITION: REVENUE SUPERVISOR
DEPARTMENT: FINANCE
LOCATION: PORT OF LUDERITZ
JOB GRADE: 09

PURPOSE OF THE JOB:

To lead, coordinate, and control all activities within the revenue section, ensuring the accurate recording, billing, and accounting of all services rendered by Namport. This role is responsible for supervising staff, maintaining operational efficiency, and ensuring compliance with financial policies and procedures to support the achievement of Namport's revenue goals and service delivery objectives. It reports directly to the Revenue Accountant.

KEY PERFORMANCE AREAS:

- Lead and coordinate the Revenue Operations team, ensuring that functional objectives are achieved and high-performance standards are maintained. Foster a culture of accountability, professionalism and continuous improvement through effective supervision, guidance and conflict resolution.
- Supervise revenue operations and billing by overseeing the accurate application of charges, contract rates and invoicing processes. Ensure that all financial documentation is complete, consistent and compliant with internal controls. Conduct thorough cross-checks between source documents and invoices to maintain billing accuracy and audit readiness.
- Act as a key liaison in resolving client billing queries and disputes. Analyse supporting documentation, determine the validity of claims and guide internal teams on the appropriate procedures. Prepare and recommend credit applications and adjustments for approval, ensuring the professional handling of client-related financial matters.
- Maintain accurate records of vessel operations, including the opening and filing of vessel files and manifests. Scrutinise cargo documentation to ensure that all landed goods are correctly accounted for. Collaborate with quay teams and clients to resolve discrepancies and manage customs documentation, including Vouchers of Correction.
- Maintain financial integrity by supervising all aspects of cash management, including verifying deposit records, reconciling petty cash and ensuring the timely banking of collected funds. Maintain accurate financial records and sign off deposits only after thorough verification.
- Manage the full lifecycle of payment requests, from verifying documentation and disbursing funds to updating cashbooks and reconciling balances. Handle queries relating to advances and expense claims professionally, ensuring timely reimbursements and accurate financial reporting.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- A Bachelor Degree [NQF Level 7] in Accounting.
- A minimum of three years' relevant experience, of which at least one year should have been in a supervisory or senior capacity.
- Experience with SAP ERP systems will be an added advantage.
- A sound understanding of the transport, logistics and port operations environment.
- Proficiency in Microsoft Office, particularly Excel, Word and PowerPoint, as well as general computer literacy.
- Strong leadership, strategic-thinking and decision-making abilities.
- Excellent analytical, financial and revenue-management skills.
- Effective communication and interpersonal skills.
- High emotional intelligence, with the ability to resolve problems and manage conflict.
- Awareness of industry trends and the ability to adapt strategies accordingly.

WINDOW OF OPPORTUNITY: **THURSDAY, 08 OCTOBER 2026**

Namport is an equal opportunity employer and is committed to providing world-class port services to all local, regional and international seaborne traders, through excellent customer service, sustainable growth, development and social responsibility. **Women and persons with disabilities are encouraged to apply.**

Interested candidates are encouraged to apply by submitting their applications electronically via **www.namport.com.na/careers/** or access the Namibia Integrated Employment Information System (NIEIS) through the following link: **https://nieis.namibiaatwork.gov.na/.**

All foreign qualifications should be evaluated by NQA.

Only shortlisted candidates will be contacted. No hand delivered, emailed or faxed applications will be considered

Scan to visit our website and apply via the Careers Portal.

All enquiries should be directed to the
Human Capital Business Partner
064 – 208 2211 / 2297

Africa's Ultimate **Ports Experience**

www.namport.com