



VACANCY

CORPORATE RUNNER
(Windhoek, Namibia)

ABOUT THE NCRST:

The National Commission on Research, Science and Technology (NCRST) is a Public Enterprise established in terms of section 4 of the Research, Science and Technology Act, 2004 (Act no. 23 of 2004) with a primary role of promotion, coordination and development of Research, Science, Technology and Innovation in Namibia.

The NCRST hereby invites applications from suitably qualified individuals to apply for the following temporary full-time position:

POSITION: CORPORATE RUNNER, GRADE: B1

JOB PURPOSE:

To ensure the smooth delivery and collection of all internal and external correspondence and items. Also to ensure that staff and visitors are transported safely and timeously to and from their destinations.

KEY PERFORMANCE AREAS:

KPA 1: Delivery and collection of items and documents

- Carries out routine deliveries and collections of official items and documents to and from various points around town.
- Delivers cheques and other face value items and ensure that documents are signed for on receipt.
- Collects consignments, checks items for quality and quantity against orders and invoices.
- Loads consignments accordingly and ensure that items are delivered without any damage, breakage or spoilage.

KPA 2: Fleet maintenance

- Checks water, oil and other functions such as the brake, clutch, wheels etc. regularly and reports maintenance problems to supervisor.
- Checks cleanliness of the vehicle cleanliness and ensure that it is kept cleaned at all times.
- Checks the vehicle kilometres to determine when it is due for service and reports to supervisor.
- Delivers the vehicle for service when necessary to the agreed upon supplier.
- Performs minor repairs on vehicles if and when possible.
- Inspects vehicle and completes inspection sheet when receiving or handing over a vehicle from one driver to another.
- Delivers vehicle to carwash for major cleaning services.
- Completes logbook when using vehicle with regard to all required details i.e. kilometres before and after the trip.
- Captures kilometre information of all head office logbooks, checks that the entries balance, and submits to supervisor.

KPA 3. Transportation of staff and visitors

- Performs pre-trip vehicle checks to ensure the roadworthiness of the vehicle.
- Transports staff and visitors from one destination to another for official duties as assigned.
- Picks up official visitors from airports or any other destinations as and when required.
- Transports staff members and equipment from one town to another as and when necessary.

KPA 4. General duties

- Assists with the relocation and moving of office supplies, furniture and equipment from one office to another.
- Assists estate and fleet officer.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

- Grade 10
- Three (3) years working experience as a driver.
- Valid Code C1 Driver's License and PDP.

SKILLS AND ATTRIBUTES REQUIRED:

- Fleet Management

- ICT Literacy
- Driving skills
- Communication skills
- Honesty
- Friendliness

CONDITIONS OF EMPLOYMENT:

This is a permanent contract. NCRST is an equal- opportunity employer.

Applications:

All applications must be accompanied by a comprehensive Curriculum Vitae, with certified Identity Document and supporting documents. Applications can be submitted Via NIEIS Website: <https://nieis.namibiaatwork.gov.na/>

Please note that only shortlisted candidates will be contacted, and no documents will be returned.

Applications and inquiries may be directed at:

Human Resources & Organisational Development

Office Tel: +264 (61) 431 7099

CLOSING DATE OF APPLICATIONS:

04 July 2025

Previously disadvantaged candidates are strongly encouraged to apply.