

VACANCY

The mission of the LIVESTOCK AND LIVESTOCK PRODUCTS BOARD OF NAMIBIA (Previously Meat Board of Namibia) is to promote a conducive environment for sustainable livestock production, market growth and diversification for livestock, meat and livestock products.

The Livestock and Livestock Products Board of Namibia (LLPBN) is looking for a dynamic and experienced

Administration Assistant: Permits

Location: Windhoek

Employment Type: Permanent

Principal Accountabilities:

- Receive and verify permit applications (import, export, transit), assist users with enquiries, and support both online portal registration and application processes.
- Assess applications for compliance with SOPs, process them through the MPS system, and issue, approve, or reject permits while reporting any non-compliance or system issues.
- Recommend permit resets, cancel unused permits, and amend permits in line with SOP requirements.
- Perform additional maintenance tasks as assigned by the supervisor to ensure accurate and up-to-date permit records.
- Respond to routine and client-specific enquiries and provide user training on the MPS and online systems, and extract/basic-analyses permit data when required.
- Participate in trade facilitation events, prepare feedback reports, support stakeholder initiatives, and carry out any other information-related duties.
- Maintain electronic backups, imaging, archiving, and correct filing of permit and border documentation.
- Manage data for specific schemes (e.g., Pork Market Share Promotion), and handle SharePoint uploads and file organization as assigned.

Key Requirements:

- Grade 12 (20 points in 5 subjects, and a minimum E-Symbol in English)
- Qualification in Quantitative Methods/Statistics/Economics/Business Administration at NQF Level 4.
- Computer training evidenced by academic transcript
- 1 years' experience in a front-office environment/ trade facilitation environment
- Experience in data collection, processing and/or database administration and knowledge in the use of Microsoft Excel will be an added advantage

PLEASE NOTE THAT OUR OFFICES WILL BE CLOSED FROM WEDNESDAY, 17 DECEMBER 2025 AT 12H00 AND WILL RE-OPEN ON MONDAY, 05 JANUARY 2026 AT 07H30. PLEASE DO NOT SUBMIT APPLICATIONS DURING THE CLOSURE PERIOD.

CLOSING DATE: 15 JANUARY 2026 @ 12:00

Prospective candidates should hand deliver or courier an application letter, CV, ID, and copies of supporting documents, indicating the **VACANCY & DUTY STATION YOU ARE APPLYING FOR.**

TO:

LIVESTOCK AND LIVESTOCK PRODUCTS BOARD

Human Resources Department, 30 David Hosea Meroro Road

P.O Box 38, Windhoek, Namibia, ENQUIRIES: Tel. 061 275 830

(No e-mail applications will be accepted)

We encourage applications from people with disabilities, provided they meet the essential requirements for the position.