

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

Manager: Information Systems

Location: Windhoek

Employment Type: Permanent

Principal Accountabilities:

- Supervise subordinates, ensure effective training, induction, and performance monitoring, and oversee the allocation and use of resources.
- Compile regular statistical bulletins, industry reports, and stakeholder updates to support industry decision-making.
- Oversee the capturing, processing, and validation of data; ensure accurate issuance of import/export permits; and liaise with Customs, Excise, and industry stakeholders.
- Administer and maintain electronic systems and schemes, including the Meat Permit System (MPS), Pork Market Share Scheme, and Small Stock Marketing Scheme.
- Prepare reports, statistics, and presentations for Board meetings, trade committees, and special projects.
- Monitor local and international markets, identify trends, and provide strategic insights to stakeholders.
- Compile brochures, bulletins, articles, and digital updates, including maintenance of the LLPBN website.
- Provide strategic information to Finance, Marketing, Trade, and other divisions to strengthen levy collection, inspections, and industry interventions.

Key Requirements:

- A relevant B. Degree in Agricultural Economics / Statistics
- Minimum of 5 years' experience in the livestock marketing and trading sector
- Strong computer based, data gathering and reporting skills
- Sound knowledge of meat industry especially in marketing channels as well as a broader background of farming systems approaches
- Knowledge of communal livestock farming sectors especially with regards to cattle, lamb and goats
- Strong Project management orientation and previous experience related to that field
- Experience in data collection, processing and/ or database administration will be an added advantage
- Valid code BE Driver's Licence

Competencies

- Strong analytical, planning, and organisational skills.
- Excellent communication, report writing, and interpersonal abilities.
- Computer literacy (MS Office, database administration).
- Ability to work independently, with attention to detail and service orientation.

CLOSING DATE: 29th October 2025 @ 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 OF NAMIBIA

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.