

EXTERNAL VACANCIES

The Road Fund Administration (RFA) is a statutory organisation, established under Act 18 of 1999 to manage the Namibian Road User Charging System (RUCS) with a view to secure funding required to achieve a safe and efficient road network in Namibia. In its quest to fulfil its fiduciary responsibility towards the road network, the RFA herewith invites applications from suitably qualified and experienced professionals for the following position:

BORDER POST COLLECTOR – NOORDOEWER BORDER POST X2 (PATTERSON JOB GRADE B4)

BORDER POST COLLECTOR – NGOMA BORDER POST X1 (PATTERSON JOB GRADE B4)

Purpose of the positions:

To assist road users in completing relevant documentation, ensure correct levies are paid for relevant vehicles, receive and verify payments and to provide services to road users.

Key performance areas:

- 1) Verify the information on Cross Border Charges (CBC) application forms for CBC and Mass Distance Charges (MDC) (foreign registered vehicles) customers.
- 2) Provide foreign registered road users with information on RFA payments and procedures.
- 3) Issue CBC permits to foreign registered road users as per RFA policy and procedures.
- 4) Implement cash up and reconciliation procedures with Supervisor.
- 5) Customer service.

Qualification Requirements:

- Grade 12 (with a minimum of 20 points).
- Excellent communication in English and Afrikaans, especially oral communication

Experience and special knowledge requirements

- Minimum of two (2) years relevant working experience.
- Customer service, logistics and transport will be an advantage
- Good numerical and administrative skills.
- Ability to multitask and work under pressure.
- Honesty and integrity.

Enquiries: Ms. Lydia Mpinge on 061- 433 3038

Closing Date for applications: **Tuesday ,12th July 2022** at 17h00

All applications should be addressed to the **Manager: Human Capital** by the date and time shown above, and should be accompanied by a cover letter, detailed Curriculum Vitae, employment reference and particulars of the applicant's current/previous employment. Please take note, only short listed candidates will be notified. Forward email applications to recruitment@rfanam.com.ng. Faxed applications will not be considered