VACANCY

Blood Transfusion Service of Namibia has a vacancy for a

Recruitment Assistant / Driver – Windhoek

The Blood Transfusion Service of Namibia (NamBTS) invites suitably qualified and motivated candidates to apply for the position of **Recruitment Assistant - Driver** within the Marketing and Donor Relations Division. The successful candidate will assist with donor recruitment, education and retention, while ensuring the safe transportation of donors, staff and equipment to donation clinics.

Key Performance areas include (yet not limited) to:

- Recruit and educate blood donors at donation clinics to support donor recruitment and clinic attendance targets.
- Promote blood donation campaigns and distribute marketing and promotional material.
- Provide accurate weekly reports on clinic activities and assist in achieving clinic and annual collection targets.
- Safely transport blood donors, staff and equipment to and from donation clinics.
- Conduct vehicle inspections and ensure that company vehicles are maintained in a safe and clean condition.
- Ensure proper completion of vehicle log sheets, donor transport records and other relevant documentation.
- Provide professional, friendly and efficient donor/customer service to encourage repeat donations.
- Maintain the marketing storeroom, monitor stock levels and ensure accurate inventory records.

Minimum requirements:

- Grade 12 Certificate
- Old curriculum: Grade 12 NSSCO/NSSCH with a minimum of 20 points in 5 subjects, including an E symbol in English.
- New curriculum: Successful completion of Grade 12 NSSCAS in at least 3 subjects.
- Code C1 driver's license or equivalent and valid Public Drivers Permit (PDP).
- Excellent computer literacy (Word, Excel and email).
- Minimum 2 years driving experience.
- Background in inventory management and stores.
- 1 year of relevant customer service, sales, promotions or community outreach experience (added advantage)
- Certificate in Marketing, Public Relations, Sales or Customer Service. (added advantage)

Competencies and attributes:

- Reliable, punctual and target-driven.
- Good communication and interpersonal skills.
- Confident public speaker.
- Adaptable, neat and confidential.

Remuneration: A market-related salary is subject to negotiation.

If you fulfill these requirements and are interested in this position, please send your Curriculum Vitae to: Blood Transfusion Service of Namibia, via email at **vacancies@bts.com.na**

CLOSING DATE FOR APPLICATIONS: 18 November 2026

IMPORTANT:
Regrettably, only applicants meeting the **MINIMUM REQUIREMENTS** need to apply. ONLY short-listed candidates will be contacted. If you have not heard from us by **30 November 2026**, please consider your application unsuccessful.

NAMBTS