



MEATCO

Namibia

VACANCY

ASSET & FLEET CONTROLER

JOB GRADE: C3

LOCATION: WINDHOEK

Purpose of the Job

This position is responsible for the administration and oversight of the company's fixed assets and motor vehicle fleet, as well as the management and monitoring of security services.

Qualifications & Experience

- Grade 12 and/or Diploma in Accounting and Finance (minimum requirement).
- Bachelor's degree in Accounting (added advantage).
- Minimum of 3 years proven experience in fixed asset and fleet management or a related field.
- Computer literate, with advanced skills in Microsoft Excel and Word.
- Must be a Namibian citizen with a valid driver's license.

Key Performance Areas

- Responsible for maintaining accurate records of fixed assets, including acquisitions, disposals, tagging, and periodic physical verifications.
- Ensures compliance through regular reconciliations, impairment reviews, audit preparations, and monitoring of capital expenditure against approved budgets.
- Oversees all aspects of fleet management, including vehicle procurement, maintenance, servicing, licensing, and compliance with legal regulations.
- Ensures vehicles are roadworthy, cost-effective, and aligned with operational needs through inspections, reporting, and coordination with departments.
- Assists in administering insurance coverage for all assets, including policy reviews, updates of asset values, and the preparation and follow-up of insurance claims.
- Oversees the implementation and enforcement of security policies, procedures, and standards to ensure the protection of company assets, intellectual property, and personnel.
- Coordinates surveillance operations, manages relationships with security service providers, and monitors adherence to organisational protocol.
- Conducts regular risk assessments, investigates security breaches, and ensures timely reporting of incidents.
- Supervises control room operations and ensures continuous improvement through audits and performance evaluations of internal and external security resources.

Please note that only short-listed applicants will be contacted. Suitable candidates from designated groups are encouraged to apply.

Please Submit Your CV and supporting documents to:
mrecruitment@meatco.com.na

CLOSING DATE

03 September 2025