

Vacancy at N/a'an Ku Sê Wildlife Experience – Lianshulu Lodge

An exciting and challenging opportunity is available for an **Assistant Manager** to join our team. The successful incumbent will be based at the N/a'an Ku Sê – Lianshulu Lodge, based at Kongola, Zambezi region, Namibia.

Overview

The Assistant Lodge Manager plays a key role in supporting the Lodge Manager with the day-to-day operations of both Lianshulu Lodge and Lianshulu Bush Lodge. This role ensures continuity of management in the absence of the Lodge Manager and is integral to delivering seamless hospitality experiences. Key responsibilities include guest hosting, room planning, quality control, administrative support, and team management. The Assistant Lodge Manager acts as a backbone of support, ensuring that the lodge operates as a cohesive and efficient unit.

Key Responsibilities & Duties:

- Support the Lodge Manager with daily operations at Lianshulu Bush Lodge.
- Stand in for the Lodge Managers at both Lianshulu Lodge and Lianshulu Bush Lodge during their leave or off days.
- Welcome, host, and engage with guests to create exceptional and memorable experiences.
- Manage and carry out administrative duties including:
 - o Stock control
 - o Petty cash handling
 - o Timesheets and scheduling
 - o Email and internal communications
- Conduct quality control checks across all departments:
 - o Kitchen
 - o Restaurant and Bar
 - o Housekeeping
 - o Maintenance
- Provide hands-on support in all departments as needed, especially during peak periods or in the event of staff shortages.

Skills & Competencies Required:

Technical Skills:

- Computer literacy, including proficiency in:
 - o Semper Property Management System (PMS)
 - o Microsoft Office Suite
 - o Binary City systems
 - o Microsoft Teams and Outlook

Soft Skills:

- Strong leadership capabilities, with the ability to integrate into various teams and lead on short notice.
- Passion for hospitality, service excellence, and guest interaction.
- Ability to adapt and work effectively in rural and remote environments.
- Flexible, hands-on, and proactive approach to lodge operations.

Education & Qualifications:

Minimum Requirements:

- Grade 12 Certificate
- Valid Code B Driver's License

Preferred:

- Formal training or qualification in Hospitality or Tourism

Experience:

Minimum:

- At least 1 year of experience in a hospitality-based establishment

Preferred:

- Experience in operational and managerial roles
- Previous experience in the Zambezi region is an added advantage

Work Environment & Conditions:

- Live-in position, based in a rural lodge setting
- Office-based work with operational field involvement
- Flexible shifts, including weekends and public holidays
- Long working hours on occasion, especially during peak periods

Eligibility Criteria:

- Only Namibian citizens will be considered for this position.

Remuneration:

- A competitive salary package coherent to experience and qualification
- Accommodation is provided at the sites
- Membership of the Naankuse Medical Aid Group at own cost

Closing date for applications: 15 October 2025

To apply for this position, please follow the link or scan the QR code: <https://forms.cloud.microsoft/r/ANM2T15mUT>



Please note that we are an eco-friendly and paperless company. Therefore hand-delivered CVs will not be accepted.

Only short-listed candidates will be contacted