

## **Vacancy at N/a'an Ku Sê Wildlife Experience – Bush Camp**

An exciting and challenging opportunity is available for a **Manager at Bush Camp** to join our team.

**Location:** Farm Frauenstein No. 277, approximately 42 km east of Windhoek, Namibia.

**Closing date:** 27 May 2026

### **POSITION OVERVIEW**

The Bush Camp Manager holds full operational responsibility for the successful management of the Bush Camp entity. This role oversees all aspects of daily operations, including guest experience, staff management, maintenance, administration, stock control, and adherence to company operational standards. The position requires strong leadership, accountability, flexibility, and the ability to work independently while taking full ownership of the Bush Camp's operational performance.

### **KEY RESPONSIBILITIES**

#### Operational Management

- Take full responsibility for the day-to-day operations of Bush Camp.
- Ensure all departments and operational areas function efficiently and in line with company standards and procedures.
- Maintain high levels of guest satisfaction and consistent service delivery.
- Oversee cleanliness, maintenance, presentation, and functionality of all Bush Camp facilities.
- Ensure all operational policies, procedures, and standards are implemented and consistently adhered to.
- Complete all daily closures, day-end procedures, and operational reports accurately and on time.
- Ensure the Bush Camp is operationally organised, guest-ready, and fully compliant at all times.
- Work closely with guides on a daily basis to ensure seamless operations and high-quality guest experiences.
- Coordinate all activities, transfers, and tours effectively, ensuring accurate scheduling and avoiding overbookings.

#### Staff Management

- Manage, supervise, and support all Bush Camp staff members.
- Monitor staff scheduling, attendance, performance, and discipline.
- Provide leadership, guidance, training, and ongoing support to the team.
- Foster a positive, professional, and solution-driven working environment.

#### Administration, Stock Control & Communication

- Ensure all operational reports, checklists, and feedback are completed accurately and within required deadlines.
- Maintain effective, clear communication with Management and relevant internal departments.
- Coordinate and distribute chapel service advertisements and announcements timeously.
- Take full responsibility for coordinating and managing Sunday chapel services at Bush Camp, including all arrangements, setup, communication, and operational requirements.

- Maintain full accountability for all Bush Camp stock, including stock control processes, stock counts, movements, and variance management.
- Ensure stock is managed responsibly in accordance with company procedures and standards.
- Ensure all administrative duties are completed efficiently and records are maintained accurately.

#### Guest Experience

- Ensure all guests receive a professional, welcoming, and memorable experience.
- Handle guest concerns, complaints, and operational challenges calmly and professionally.
- Proactively identify opportunities to improve service delivery and operational efficiency.

#### Responsibility & Accountability

- Take sole responsibility for the overall management and operational success of the Bush Camp.
- Demonstrate strong ownership, accountability, and decision-making abilities.
- Work flexible hours as required by hospitality operations, including weekend rotations.
- Operate independently with minimal supervision while maintaining high operational standards at all times.

#### **QUALIFICATIONS AND REQUIREMENTS**

- Hospitality or operational management experience (advantageous).
- Strong leadership and people management experience.
- Proven administrative and organisational capability.
- Proficiency in Microsoft Office, particularly Microsoft Teams and Excel.
- Valid driver's licence (essential).
- Ability to work under pressure and manage multiple operational demands simultaneously.
- High level of professionalism, operational understanding, and accountability.

#### **SKILLS AND COMPETENCIES**

- Strong leadership and team management skills.
- Excellent communication and interpersonal abilities.
- High organisational and time management skills.
- Strong problem-solving and decision-making capability.
- Ability to work independently and take initiative.
- Excellent attention to detail and operational oversight.
- Flexible, adaptable, and solutions-oriented approach to work.

#### **WHAT WE OFFER**

- Competitive salary package aligned with qualifications and experience
- Opportunity to represent diverse, purpose driven brands making a real difference
- Access to the N/a'an ku sê Medical Aid Group (employee contribution)
- Dynamic work environment supporting conservation and community development
- Professional growth opportunities across multiple business sectors

#### **APPLICATION PROCESS**

[www.naankuse.com](http://www.naankuse.com)

Applications must be submitted via our online portal.

[Vacancy at N/a'an ku sê Wildlife Experience - Bush Camp Manager – Fill out form](#)



N/a'an ku sê is eco-friendly and paperless: Hand-delivered CVs will not be accepted  
Only short-listed candidates will be contacted.