

## Position: Workshop Supervisor Windhoek, Namibia Budget: R 43 700 basic

Our client within the passenger transport industry is seeking an experienced Workshop Supervisor to oversee workshop operations, vehicle inspections, repairs, breakdown management, technical staff supervision, and workshop performance within a busy transport maintenance environment.

### Key Responsibilities

- Supervise daily workshop operations and technical teams
- Ensure vehicle inspections, repairs, and maintenance are completed according to required standards
- Sign off job cards and ensure all work is accurately completed and recorded
- Manage workshop productivity, workflow, and technical quality standards
- Coordinate parts requirements, requisitions, and stock availability
- Oversee breakdown management from call-out through to resolution
- Ensure compliance with workshop safety standards and operational procedures
- Monitor workshop systems, reporting, and technical administration
- Conduct toolbox talks, daily briefings, and shift handovers
- Lead and mentor technical staff while maintaining productivity and discipline
- Ensure workshop cleanliness, housekeeping, and equipment control

### Minimum Requirements

- Grade 12
- Trade Test Certificate (Diesel Mechanic, Auto Electrician, or Coach Builder)
- Minimum 5 years' technical experience
- Minimum 2 years' supervisory experience
- Code EC licence with valid PDP
- Valid Passport
- Own toolbox essential
- Computer literate
- Willingness to work shifts

### Key Skills & Competencies

- Workshop Operations Management
- Heavy Vehicle Maintenance
- Vehicle Diagnostics & Repairs
- Breakdown Coordination
- Technical Staff Supervision
- Preventative Maintenance
- Workshop Administration Systems
- Occupational Health & Safety Compliance
- Planning & Organising
- Team Leadership & Communication
- Job Card & Workflow Management
- Problem Solving & Technical Troubleshooting
- Ideal Candidate Profile

The ideal candidate will be technically strong, hands-on, and capable of managing workshop operations within a fast-paced transport environment. Strong leadership ability, workshop discipline, technical problem-solving skills, and attention to detail will be essential for success in this role.

### How to Apply

Interested candidates, please send a complete, detailed CV to us via email by no later than 30 May 2026. Please attach to your email all certificates. Send via email to [apply@prospectinc.co.za](mailto:apply@prospectinc.co.za)

Cell: +27 72 539 7857  
[apply@prospectinc.co.za](mailto:apply@prospectinc.co.za)



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We look forward to receiving your application.

Disclaimer: Due to the high volume of applications received, only shortlisted candidates will be contacted. Should a candidate not hear from us within four (4) weeks following their application, they should consider their application unsuccessful. Strictly fair and non-discriminatory selection procedures will be followed