Join the Onguma Leadership Team
Vacancy – Décor & Procurement Specialist *(natural eye for design in tourism & hospitality)*

Windhoek based | Regular travel within Namibia & South Africa

Onguma is a proudly family owned and managed luxury safari destination on the eastern boundary of Etosha National Park, renowned for exceptional hospitality and authentic wildlife experiences. We are looking for a talented, detail-driven, and principled Décor & Procurement Specialist to join our team.

This role is not for everyone. We are specifically looking for someone with a background in interior design, luxury hospitality, or décor; someone who understands that the quality of a bath towel, the weight of a wine glass, and the drape of a linen curtain are not details, they are the experience. *If your background is in mining, warehousing, or general logistics, this role is not the right fit.*

The Role

You will be responsible for procuring and managing lodge supplies consisting of, FF&E, linen, décor, and guest-facing items across all Onguma properties, ensuring that every item meets the aesthetic and quality standard of a true luxury safari experience. You will work closely alongside the Lodge Standards & Operations Manager on all procurement approvals and lodge condition assessments, and with our appointed Interior Decorator on design direction and supplier development. For the right candidate, this role has real potential to grow into broader interior decorating responsibilities over time.

For small operational replacements such as glassware, towels, or linen, you are expected to exercise independent aesthetic judgement and source a like-for-like replacement that fits the existing look, feel, and quality standard of the lodge. For significant items such as furniture, décor, and soft furnishings, you always work within the direction set by our Interior Decorator and management team.

Your responsibilities will include:

- Managing purchase orders from approval through to final delivery
- Sourcing and selecting guest-facing replacement items that complement the existing aesthetic and quality standard of each lodge
- Coordinating suppliers, freight companies, and lodge deliveries
- Tracking orders and ensuring goods are delivered correctly and on time
- Ensuring all deliveries are accurately labelled for the correct lodge and department
- Reconciling procurement documentation and supplier invoices
- Monitoring stock levels and assisting with procurement planning
- Maintaining excellent supplier relationships and resolving delivery issues proactively
- Assisting the Interior Decorator with logistics and supplier coordination during lodge soft refurbishments and décor refresh projects

Requirements

You are the right person if you:

- Come from an interior design, luxury hospitality procurement, FF&E, décor sourcing, or luxury retail background — this is essential, not merely advantageous
- Can walk into a linen supplier and assess quality, thread count, and weight by touch, without being told what to look for
- Know instinctively whether a replacement item belongs in a five-star safari lodge or not
- Have the personal integrity to operate independently and make procurement decisions that are always in the best interest of the business
- Are highly organised, self-directed, and take full ownership of your work from order placement through to delivery and quality inspection
- Are willing and able to travel regularly within Namibia and to South Africa for supplier visits and lodge inspections

Minimum requirements:

- Background in interior design, luxury hospitality, FF&E procurement, or décor sourcing — essential
- Minimum five years relevant professional experience
- Relevant tertiary qualification preferred
- Valid driver's licence
- The ability to manage multiple priorities and meet deadlines without dropping the ball
- Excellent communication and interpersonal skills
- Advanced Microsoft Office skills, particularly Excel
- Namibian citizenship or permanent residency will be advantageous

Why Join Onguma?

This is an opportunity to become part of one of Namibia's leading luxury safari operations, working alongside a passionate and professional management team. We offer a dynamic working environment where your contribution directly supports the continued excellence of our lodges and guest experience.

Applications
Please submit your CV together with a brief motivation letter to **recruitment@onguma.com**

Closing Date: 27 November 2026

Onguma is an equal opportunity employer. Preference will be given to suitably qualified Namibian citizens.