

The National Commission on Research Science and Technology (NCRST) is a State-Owned Enterprise established in terms of the Research, Science and Technology Act, 2004 (Act no. 23 of 2004) with a primary role of promotion, coordination and development of research, science, technology and innovation in Namibia.

Senior Scientist: Natural Science Research

Job Grading: Paterson C3

Primary purpose of position:

The primary purpose of this function is to plan and control the development of programmes and research facilities to support the implementation of the National Research Programme.

Key Performance Areas:

Natural Science Research

Staff Management

Administration

Minimum Qualification, Experience & Competence Requirements:

The incumbent should have a relevant Science or Engineering degree or equivalent qualification.

At least 5 years working experience in the field of Research, Science, Technology and Innovation.

Ability to provide in-service training to Scientists in the field, and good presentation skills.

Programme Officer: Science and Technology Promotion and Human And Institutional Development

Job Grading: Paterson C2

Primary purpose of position:

The primary purpose of this function is to implement programmes for the development of Human and Institutional Capacity in RST, to promote Science, Technology and Innovation and to register researchers and research Institutions in terms of the Research, Science and Technology Act No. 23 of 2004.

Key Performance Areas:

Human and Institutional Development and Science and Technology Promotion

Administration

Minimum Qualification, Experience & Competence Requirements:

The incumbent should have a relevant Engineering or Science degree.

A proven work record of research in Science and Technology policy and strategy development of at least 2 years.

ICT literacy and office applications, good written and spoken communication skills, as incumbent interacts with a variety of stakeholders. Presentation skills and experience in research, science and technology.

Receptionist

Job Grading: Paterson B1

Primary purpose of position:

The primary function of this position is to facilitate an efficient and effective internal and external communication, and to ensure that the company achieves its goals and objectives with regard to service delivery.

Key Performance Areas:

Switchboard operation

Visitors and stakeholder reception

Office faxes and communication

General duties

Minimum Qualification, Experience & Competence Requirement:

Grade 12, with 1-year relevant working experience

Good communication skills; Good command of spoken English.

Basic computer literacy; Typing skills

Driver / Corporate Runner

Job Grading: Paterson B1

Primary purpose of position:

The primary function of this position is to ensure the smooth delivery and collection of all internal and external correspondence and items. Also to ensure that staff and visitors are transported safely and timeously to and from their destinations.

Key Performance Areas:

Transporting of staff and visitors ; Delivery and collection of items and documents

Vehicle maintenance; General duties

Minimum Qualification, Experience & Competence Requirement:

Grade 12 with 2 years working experience as a driver, and good driving skills

Good communication skills. Well conversant in spoken English

Scientist: Natural Science Research

Job Grading: Paterson C2

Primary purpose of position:

The primary purpose of this function is to develop programmes and research facilities to support the implementation of the National Research Programme.

Key Performance Areas:

Natural Science Research

Administration

Minimum Qualification, Experience & Competence Requirements:

The incumbent should have a relevant Science or Engineering degree or equivalent qualification.

At least 3 years working experience in Research, Science and Technology and Innovation.

ICT Literacy and Microsoft application skills

Good written and communication skills.

Programme Officer: Resource Mobilization and Grant Management

Job Grading: Paterson C2

Primary purpose of position:

The primary purpose of this function is to develop research science and technology project proposals and seek funding regionally, nationally and internationally. To process the applications for the research and innovation fund.

Key Performance Areas:

Resource Mobilization and Grant Management

Administration

Minimum Qualification, Experience & Competence Requirements:

The incumbent should have a relevant Engineering or Science degree.

A proven work record in Research Science and Technology policy and strategy development of at least 2 years.

ICT literacy and office applications, good written and spoken communication skills as incumbent interacts with a variety of stakeholders, presentation skills and experience in research, science and technology.

Legal Clerk: Legal Advice & Company Secretariat

Job Grading: Paterson C2

Primary purpose of position:

To assist the Head: Legal Advice & Company Secretariat in all areas of law such as preparing legal documents, conducting legal analyses and conducting research; to prepare draft opinions for cases that will act as the foundation for the Head and the division; to liaise between Councils' Secretariats and the Corporate Secretary.

Key Performance Areas:

Legal duties

Research, analyze and prepare draft opinions on legal matters and examine contracts

Fill out legal forms and lodge them with government offices or the courts

Assist with the preparation of briefing papers for use by the Head in court cases and assist the Head: Legal Advice & Company Secretariat with internal (and external) clients by providing information about legal processes

Secretariat and Council Services, and acts as liaison on behalf of the Legal Division and the secretariats of in-house Councils

Research, and answer inquiries from committees and councils, and collects, analyzes and summarizes information from the committees and councils for board consumption;

Assists with onward execution of commission resolutions

Minimum Qualification, Experience & Competence Requirement:

A bachelor's Degree or similar qualification in law, with 3 years relevant experience. Strong typing skills; Sound communication skills and Excellent command of English

Inspector: Biosafety

Job Grading: Paterson C2

Primary purpose of position:

The primary purpose of this function is to conduct inspection of facilities, GMO and GMO products to ensure compliance with the provisions of the Biosafety Act.

Key Performance Areas:

Product inspections.

Facility inspections.

Minimum Qualification, Experience & Competence Requirements:

BSc in Natural Science or Engineering

1 experience as a technician or Inspector

Knowledge of related GMO testing and provisions of the Cartagena Protocol.

Human Resources Officer

Job Grading: Paterson C2

Primary purpose of position:

To provide support functions for Human Resources and Organisational Development on human resources functions and procedures, and to provide assistance to employees on Human Resources services.

Key Performance Areas:

HR administration; HR management information

Recruitment and selection administration support services

Minimum Qualification, Experience & Competence Requirements:

A relevant Diploma in Human Resources or related field. A Bachelors degree would be an added advantage. 5 years working experience in the field of human resource management.

Sound working knowledge of the effective functioning of human resource management systems

Good and Strong Interpersonal / communication skills.

Strong conflict handling and negotiation skills, and knowledge of all relevant labour legislation.

Programme Officer: Policies & Programme Development and Councils Services

Job Grading: Paterson C2

Primary purpose of position:

The primary purpose of this function is to develop research science and technology policy and strategy, to develop national research programme and monitor its implementation. To provide secretarial support to Councils.

Key Performance Areas:

Policies & Programme Development and Councils Services

Minimum Qualification, Experience & Competence Requirement:

The incumbent should have a relevant Engineering or Science degree.

A proven work record research in Science and Technology policy and strategy development of at least 2 years.

ICT literacy and office applications, good written and spoken communication skills as incumbent interacts with a variety of stakeholders, presentation skills and experience in research, science and technology.

Enquiries: Ms. Haiyanga at +264 61 431 7000

Employment Conditions: These Are All Permanent Appointments With A Performance Agreement.

Applications supported by a detailed CV with certified copies can be hand delivered at the NCRST Head Office, Hamutenya Wanehepo Ndadi Street, Olympia, Windhoek, or posted to The Manager: Human Resources, NCRST, Private Bag 13253 Windhoek

CLOSING DATE:

FRIDAY, 06 FEBRUARY 2015

