

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. The NCRST has the following vacancies:

Programs and Processes Coordinator

Job Grading: Paterson C2

Primary purpose of the position:

To develop detailed projects schedules, facilitate tracking and planning of projects as well as to map and improve all the NCRST's business processes.

Key Performance Areas:

Modelling and Visual Representation of Business Processes

Project Planning and Scheduling Technical Coordination of Processes and Programs

Minimum Qualification, Experience & Competence Requirements:

Bachelor Degree in Business Process Improvement, Computer Science or Project Management

At least 3 years experience in Project Scheduling and Business Process Improvement

Knowledge of Business Process Mapping and Analysis Techniques.

Knowledge of Critical Path Method (CPM) Scheduling Technique

Experience with MS Project or Similar Project Scheduling Software

Experience with MS Visio or Similar Process Mapping Software

Computer literate; organising skills; paying attention to details

Good verbal and written communication; report writing.

Risk Officer: Risk and Assurance

Job Grading: Patterson C2

Primary purpose of the position:

To assist the Head: Risk Assurance to develop, implement and maintain a risk management framework that identifies and assesses risk, develop risk prevention and mitigation solutions and response strategies as well as the effective review, monitoring and reporting of risk management activities; and to conduct audits according to the required standards (Institute of Internal Auditors and Company standards & methodology).

Key Performance Areas:

Risk Assurance (Internal Audit)

Risk Management Activities

Fraud Risk Management

Minimum Qualification, Experience & Competence Requirements:

Diploma or Degree in Risk Management, Auditing and or Finance.

At least 5 years relevant experience in risk management, projects, investigations/assessments, internal audit, finance and governance.

Computer literate; organising skills; good verbal and written communication; report writing.

Very flexible, trustworthy, integrity, objective, independent mind-set, accurate, observant, assertive, organised.

Programme Officer: Policies & Programme Development and Councils Services

(Re-advertisement)

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

Quality Assurance Officer

Job Grading: Paterson C2

Primary purpose of the position:

To develop, implement and monitor a quality management system for the entire NCRST.

Key Performance Areas:

Stakeholder needs assessment and/or satisfaction surveys

Quality Management System implementation

Conducting Internal Quality Audits

Technical Coordination of Management Systems

Minimum Qualification, Experience & Competence Requirements:

Bachelor Degree in Science, Engineering or Quality Management

At least 3 years experience in conformity assessment and quality management/assurance

Knowledge of related standard requirements, especially ISO 9001:2008, ISO/IEC 17025: 2005 and ISO/IEC 17020: 2012

Experience with Document control mechanism implementation

Knowledge of Stakeholder needs assessment/satisfaction surveying techniques.

Computer literate; organising skills; paying attention to details

Good verbal and written communication; report writing.

Debtors' Clerk: Corporate Finance

Job Grading: Paterson B1

Primary purpose of position:

The primary function of this position is to collect all invoiced payments, process DSA payments, cash payments, cashbook processing and services that were provided and to reconcile all debtors' accounts.

Key Performance Areas:

Payment collection

Issuing of Sales Invoices

EFT/Cash payments

Bank reconciliations

Payment Processing - Pastel Accounting

Administration

Other duties include processing of invoices and other duties as assigned.

Minimum Qualification, Experience & Competence Requirement:

Grade 12 with Accounting as a subject.

At least 2 years relevant experience.

Skills: computer literacy.

Knowledge of Institution's policy and payment terms.

Knowledge of Pastel Accounting system would be an added advantage.

Technologist: Innovation and Industrial Research

Job Grading: Paterson C2

Primary purpose of position:

The primary purpose of this function is to develop innovation and value addition research facilities to achieve the objectives of the National Development Programmes, Industrial Policy & National Research Programmes.

Key Performance Areas:

Innovation and Industrial Research

Housekeeping & hygiene

Administration

Minimum Qualification, Experience & Competence Requirement:

BSc in Natural Science or Engineering.

Three years' experience in science technology and innovation and products development.

Industry knowledge, broad technical knowledge in appropriate field in relation to research, science and technology issues.

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, 5 JUNE 2015

by 17h00

