



VACANCY

PROGRAM OFFICER
(Windhoek, Namibia)

ABOUT THE NCRST:

The National Commission on Research, Science and Technology (NCRST) is a State-Owned Enterprise established in terms of section 4 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 hereby invites applications from suitably qualified individuals to apply for the following position:

POSITION: PROGRAM OFFICER, GRADE: C2

JOB PURPOSE:

The primary purpose of this function is to promote Science, Technology and Innovation and to register researchers and research Institutions in terms of the RST Act.

KEY PERFORMANCE AREAS:

1. Science and Technology Promotion
 - Assists Senior Program Officer in Identifying Science and Technology Promotion activities [existing as well as potential activities]
 - Implements programs for S & T Promotion
 - Enhances collaboration and coordination between different organisations and industries to optimize S & T Promotion – and to avoid overlapping
 - Registers researchers and research institutions
 - Assists SPO in maintaining database for researchers and research institutions in terms of the RST Act
2. Administration
 - Compiles reports on Science and Technology promotion activities conducted by the commission
 - Prepares reports for supervisors
 - Files all documentation appropriately and securely
 - Calculates and submits budget requirements to superior
 - Initiates the procurement of materials and equipment as and when required.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

- Relevant BSc Degree
- NQF level 7
- 2 years' minimum experience required

SKILLS AND ATTRIBUTES REQUIRED:

- Project Management skills
- Finance for Non-Financial Managers
- Research skills
- Presentation skills
- Communication skills
- Accuracy
- Analytical

CONDITIONS OF EMPLOYMENT:

This is a permanent contract, NCRST is an equal-opportunity employer.

APPLICATIONS:

All applications must be accompanied by a comprehensive Curriculum Vitae, with certified ID and supporting documents. Applications can be submitted as follows:

via: NIEIS Website: nieis.namibia@work.gov.na

Please note that only shortlisted candidates will be contacted.

APPLICATIONS AND INQUIRIES MAY BE DIRECTED TO:

The Human Resources & Organisational Development Office

Tel: +264 (61) 431 7099

CLOSING DATE OF APPLICATIONS:

04 July 2025

Previously disadvantaged candidates are strongly encouraged to apply.