



VACANCY

RISK 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: RISK OFFICER, GRADE: C2

JOB PURPOSE:

- The Primary purpose of this position is to assist the HIA in maintaining a risk management framework and to review, monitor and report on risk management activities.
- To conduct internal audits according to the required standards (IPPF Standards).

KEY PERFORMANCE AREAS:

1. Risk Management

- Implements risk processes, tools and systems to identify, assess and manage risks.
- Coordinates the development of Divisional/Departmental risk registers
- Advises Divisions and Departments in developing risk policies and procedures
- Follows-up on the effective implementation of risk treatment/responses
- Elevates un-control risks to more senior levels, in collaboration with the HIA.
- Assists NCRST projects in reviewing business plans and monitoring key risks.
- Assists NCRST projects in generating risk management reports.
- Builds relationships with internal and external stakeholders to stay abreast with emerging corporate governance and risk management issues.

2. Risk Assurance (Internal Audit)

Assists the HIA to:

- Execute assurance reviews in line with risk based audit plan.
- Plan audits, engage clients and report on audit findings
- Verify that agreed rectifying actions address the identified gaps

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

- Relevant Bachelor's degree (Internal Audit, Accounting or Risk Management)
- 5 years' minimum experience required

SKILLS AND ATTRIBUTES REQUIRED:

- Auditing skills
- Interpersonal Relations
- Communication
- Report writing skills
- Assertiveness
- Integrity
- 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: the 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.