



VACANCY

PROGRAM OFFICER: RSTICS
(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 assist in the development of research science and technology policy and strategy. To participate in the development of the national research program and monitor its implementation.

KEY PERFORMANCE AREAS:

1. Policies and Program development and Councils Services

- Contributes to the development of research policy, IKS Policy as well as Research and Development Strategy.
- Participates in and contributes to the development of national research programs in the promotion of Science and Technology through projects or programs
- Disseminates information to stakeholders, especially with respect to research policy development, findings and output.
- Assists in research on the national RST and Innovation Survey
- Liaises with stakeholders in developing S&T indicators
- Participates in monitoring RST Program implementation

2. Administration

- Records all stakeholder consultations on Policy and program development
- Collects and compiles information in preparation of supervisor's reports
- Files all documentation appropriately and securely.
- Initiates the procurement of materials and equipment as and when required
- Organizes workshops, conferences and meetings as required by division.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

- Relevant Bachelor's Degree in Science [NQF level 7]
- 2 years' experience

SKILLS AND ATTRIBUTES REQUIRED:

- Research skills
- Interpersonal skills
- Communication skills

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: <https://nieis.namibiaatwork.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: 02 October 2025

Previously disadvantaged candidates are strongly encouraged to apply.