



VACANCY

PROJECT ASSISTANT

Full time 3-year contract Position

(Windhoek, Namibia)

ABOUT THE NCRST:

The National Commission on Research, Science and Technology (NCRST) is a Public 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 temporary full-time position:

POSITION: PROJECT ASSISTANT, GRADE: B2

JOB PURPOSE:

To support the smooth execution and coordination of project activities, ensuring efficient operations, adherence to timelines, and accurate documentation across multiple work streams.

KEY PERFORMANCE AREAS:

- Manage project scheduling, document drafting and records maintenance.
- Facilitate communication across teams and maintain comprehensive project documentation.
- Track project activities, timelines and deliverables, ensuring adherence to deadlines.
- Liaise with suppliers and service providers to ensure timely procurement of resources.
- Facilitate collaboration and communication among stakeholders, supporting coordination for workshops, events and training.
- Assist in data collection and tracking of key project metrics for Monitoring and Evaluation (M&E) purposes.
- Prepare and compile progress reports to ensure project alignment with objectives.
- Coordinate logistics for events, including venue arrangements and participant management.
- Track expenses and budget allocations, managing timely disbursement of funds and ensuring budgetary compliance.

- Assist in coordinating pilot project activities, providing logistical and administrative support for innovation initiatives.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree or equivalent in Project Management, Business Administration/Management, or a related field; Master's degree will be an added advantage.
- At least 3-5 years' experience in project coordination, consultancy or similar roles, ideally in innovation, development, or research projects.

SKILLS AND ATTRIBUTES REQUIRED:

- Proficiency in Microsoft Office and project management tools.
- Basic financial management and procurement knowledge.
- Proficient in proposal writing
- Strong multitasking and time management abilities.
- Excellent written and verbal communication skills.
- Analytical skills for risk identification and issue resolution.
- Experience in multicultural settings; multilingual (English) while French, and Portuguese will be an added advantage for the Innovation Agencies of Africa Network.

CONDITIONS OF EMPLOYMENT:

This is a three (3) year contract, on a full-time basis.

NCRST is an equal-opportunity employer.

APPLICATIONS:

All applications must be accompanied by a comprehensive Curriculum Vitae, with certified Identified Document and supporting documents. Applications can be submitted through an email at recruitment@ncrst.na. Please note that only shortlisted candidates will be contacted and no documents will be returned.

APPLICATIONS AND INQUIRIES MAY BE DIRECTED TO:

The Human Resources & Organisational Development

Office Tel: +264 (61) 431 7000

Email: recruitment@ncrst.na

CLOSING DATE OF APPLICATIONS:

06 December 2024

Previously disadvantaged candidates are strongly encouraged to apply.