

**MANAGEMENT CADRE
MINISTRY OF HIGHER EDUCATION, TECHNOLOGY AND INNOVATION**

**DEPARTMENT: DEPARTMENT: RESAERCH, INNOVATION AND TRAINING
DIRECTORATE: RESEARCH AND INNOVATION**

Post Designation	:	Director Grade 3
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$554,603 –N\$588,548
Salary Notch	:	N\$554,603 per annum
Housing Allowance	:	N\$131,280 per annum
Motor Vehicle Allowance	:	N\$123,633 per annum

Minimum Requirements: A B Degree on NQF L7 plus 9 years appropriate experience.

Supplementary Selection Requirements.

- Must have a Master's Degree in Natural or Life Science;
- Must have expertise and experience in the Science Technology and Innovation policy development and the STI sector in Namibia;
- Proven knowledge of Research, Science, Technology and Innovation (RSTI) landscape at bilateral and multilateral levels, e.g. SADC, AU, UN EU;
- Experience in academic writing and publishing;
- Must have high level of expertise and experience in science diplomacy and protocol;
- Experience in liaising with national and international STI partners
- Must have at least 5 years' experience in STI program development and implementation;
- Knowledge and experience in Public Procurement System;
- Strong organizational and coordination skills, along with demonstrated project management abilities; and
- Proficiency in ICT (Information and Communication Technology) skills.

Main Duties:

- Management and strategic leadership of the Directorate for Research and Innovation.
- To develop, monitor and evaluation of the implementation of the research, science, technology and innovation (RSTI) policies in Namibia.
- Develop and implement strategic, budget, annual, procurement, work plans and other management guidelines as required.
- Liaison with development partners in industry, government, public and parastatal enterprises, NGOs, professional associations, regional and international organizations on RSTI.

All foreign qualifications submitted for the above post must be accompanied by the Namibia Qualifications Authority (NQA) evaluation.

Applicants who fail to attach such proof will not be considered for shortlisting. Application forms for employment must be completed in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

Only shortlisted candidates will be contacted and no personal documents will be returned.

Min of Higher Education, Technology & Innovation is an equal opportunity employer. Women and people with disabilities meeting the advertisement requirements are encouraged to apply. Application must be submitted on the latest revised application form 156043 obtainable from all Government Offices together with original certified copies of identification document, qualifications as well as academic records and comprehensive curriculum vitae.

PSM CIRCULAR NO. J OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 NOVEMBER 2024, CLOSING DATE 23 DECEMBER 2024

Applications should be addressed to:

**The Acting Executive Director
Ministry of Higher Education, Technology and Innovation
Private Bag 13406
WINDHOEK**

Attention:

**Human Resources Office
Government Office Park**

Enquiries: Mr Herbert Mouton Tel 061-4356025 at HR Office Room 150, First Floor West Wing at
Min of Higher Education Technology & Innovation.
