



CAREER OPPORTUNITY - EXTERNAL

The Namibian Standards Institution (NSI) was established in terms of the Standards Act, 2005 (Act No. 18 of 2005). The primary role of the NSI is to promote Standardisation and Quality Assurance in industry, commerce and the public sector in Namibia, with the aim of improving product quality, industrial efficiency and productivity, and to promote trade, to achieve optimum benefits for Namibia.

POSITION: INSPECTION & VERIFICATION OFFICER (C3) (×3)

Duty Station: Windhoek

Primary purpose of position:

To provide support to the legal Metrology function through the:

- Maintenance and upholding the legal Metrology system, functions and services
- Compliance with Quality Management system and accreditation body requirement
- Perform any other activities as duly delegated or appointed by the Section Head

Educational requirement:

Four (4) Years Bachelor's Degree in Natural Sciences (BSc) (Physics, Chemistry and Mathematics), Metrology or engineering (Electrical or Electronic)
NQF level 7

Experience requirement:

At least two years' experience in a metrology related field with laboratory quality management system (ISO 17025, ISO 17020 & NAMS SANS 1841).

Drivers License valid two (2) years at time of application (Code B)

Skills & knowledge requirement:

- Principles of housekeeping
- Presentation skills
- Knowledge of MS Computer applications
- Interpersonal skills
- Quality Management System
- Technical writing and reporting
- Metrology Framework (National, Regional and International)

POSITION: INSPECTION & VERIFICATION OFFICER (C3) (Cont.)

Key Performance Area

- Enforcing the Trade Metrology Act and Regulations.
- Stakeholders' engagement and Training
- Compliance to laboratory quality management system
- Maintain laboratory hygiene and housekeeping
- Administration and logistical duties

Applications should include a detailed Curriculum Vitae, certified copies of qualifications, academic transcripts and copy of identification document or passport and driver's license.

The NSI is an equal opportunity employer and encourages applications from the designated groups e.g. women and persons with disabilities in terms of the Affirmative Action (Employment) Act No. 29 of 1998)

Applicants do not meet the criteria need not to apply.

Only shortlisted candidates will be contacted

Emails and faxes are not accepted

NB: Candidates should ensure that all qualifications are evaluated and verified by the Namibian Qualification Authority.

The closing date for applications is 11 April 2025.

Applications can be addressed to:

Office of the Human Resources Manager

+26461386440

P.O Box 26364

Windhoek

Hand Delivered to:

NSI Head Office 37

Feld Street,

Ausspannplatz

Windhoek

