



Republic of Namibia

EXTERNAL JOB ADVERTISEMENT

The National Youth Service, an equal opportunity employer, invites all interested candidates with the necessary experience to apply for the following position.

JOB TITLE : Project Coordinator: Production Unit (C4)
DUTY STATION : Rietfontein Training Centre
EMPLOYMENT TYPE : Permanent

PURPOSE OF THE JOB

To take custodianship of the production unit, develop and coordinate project plans, ensure smooth management and sustainability of all NYS project activities.

KEY PERFORMANCE AREAS (KPAs)

- Plan & coordinate projects in accordance with schedules and budget
- Develop project plans for each specific project.
- Drafting of Bills of Quantities
- Monitor and evaluate the implementation project plans
- Capture projects outcome and impact
- Provide technical support and mentorship to project staff
- Organize project team and stakeholder meetings
- Assess materials quality and ensure good control systems

MINIMUM REQUIREMENT

- A relevant degree at (NQF level 7) or higher, in Project Management, Business Administration, Social Sciences or a related field from an accredited institution. Foreign qualifications must be evaluated
- Driver's License.
- At least three (3) years of relevant experience in construction or related environment.
- Namibian citizenship

Supplementary requirements

- Qualification in Civil Engineering or Quantity Surveying is added advantage
- Proven experience in project management, planning and implementation in the construction field
- Experience in land surveying
- Proven knowledge and experience in project coordination
- Proficiency in Microsoft PowerPoint, Word, and Excel.
- Strong skills in data presentation and reporting methods.

Skills required

- Communication and analytical skills
- Attention to detail
- Planning and coordination
- Presentation skills

HOW TO APPLY

Application letter, CV and certified copies of qualifications as well as Identification Documents (ID) should be submitted to: recruitment@nys.com.na (kindly indicate the position applied for as a subject) or hand delivery to the Human Resources Department @ NYS House, 12-14 Haddy Street, Windhoek West. Candidates from designated groups as defined in the Affirmative Action Act (1998) will receive preference. Applicants who do not meet the criteria, need not to apply. **Only shortlisted candidates will be contacted.**

Closing date: Friday, 29 August 2025.

Enquiries: Mrs. Anna Katoma @ 061-415 522.

