



VACANCY
SENIOR PROGRAM OFFICER: GRANT MANAGEMENT
(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: SENIOR PROGRAM OFFICER: GRANT MANAGEMENT, GRADE: C3

JOB PURPOSE:

The primary purpose of this function is to plan and coordinate the development of Research Science, Technology and Innovation [RSTI]. To process applications for research and innovation grants for the RST Fund.

KEY PERFORMANCE AREAS:

1. KPA 1: Grant Management

- Develops Grant mechanisms and guidelines
- Implements funded research and innovation projects
- Disseminates information to stakeholders, especially with respect to research funding requirements.
- Conducts technical audit on the implementation of the funded projects.
- Works closely with Resource Mobilization function as well as the Manager: Fund and Investment to develop reports for the National Research, Science and Technology Fund.
- Provides technical support to the National Research, Science and Technology Fund e.g. Guides the prioritisation of research to be funded
- Coordinates research under bi-lateral agreements [e.g. between Namibia and RSA or Namibia and Angola]

KPA 2: Administration

- Provides inputs to the compilation of the annual budget and controls costs accordingly
- Prepares reports for superior as and when required
- Corresponds and interacts with relevant stakeholders
- Formulates project proposals and/or consultancy proposals
- Drafts and negotiates TOR for these proposals
- Verifies captured data regarding all research projects
- Oversees the proper recording and filing of all captured data

KPA 3: Staff Management

- Assists staff in performance agreements
- Reviews performance of staff provides positive feedback and guides rectifying behaviour as necessary.
- In addition to PM reviews, regularly discusses work plans and assesses progress reports
- Assists each staff member in compiling a Personal Development Plan [PDP] and ensures on the job coaching or other appropriate training interventions.
- Ensures on-going and effective communication with staff

Minimum educational qualifications and experience:

- Relevant B-Hon degree in Science [NQF 8]
- 2 years experience

Skills and attributes required:

- Assertiveness
- Initiative
- Analytic
- Communication skills
- Project proposal writing skills
- Supervisory skill
- Presentation skills

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:

06 March 2026

Previously disadvantaged candidates are strongly encouraged to apply

