



VACANCY

Temporary Innovation Evaluation – Project Assistant IIA
(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: Temporary Innovation Evaluation – Project Assistant IIA

JOB PURPOSE:

The Innovation Evaluation – Project Assistant will support the development of a guiding framework for innovation standards and ranking criteria for national innovation agencies and their supported institutions. The role provides research, coordination and administrative support to strengthen the evaluation, performance tracking and visibility of innovation support activities across the IAA Network.

KEY PERFORMANCE AREAS:

- Assist in conducting research on global innovation standards, as well as relevant measurement and ranking indicators and help adapt these elements to support the guiding framework for the IAA Network.
- Support coordination and documentation of activities related to the guiding framework and stakeholder engagement with national innovation agencies and ecosystem partners.
- Assist in drafting, refining and circulating components of the guiding framework and collecting stakeholder feedback for iterative improvement.
- Help coordinate workshops, consultations and online engagements under guidance to validate the guiding framework and gather input from agencies and ecosystem stakeholders.
- Support the collection and documentation of data for gap analyses of member agencies against international benchmarks, highlighting areas for improvement.
- Maintain organised records of stakeholder feedback, lessons learned and consultation outputs; assist in preparing reports for the network and funders.
- Provide research and documentation support to inform future adoption and network-wide standardisation of innovation standards, drawing on relevant regional and international best practices.

Minimum educational qualifications and experience:

- **Education:** Bachelor of Science (BSc) is required; a Master's in Innovation Management, Project Management or Business Administration/Management is an added advantage.
- **Experience:** Minimum 3 years' professional experience in project or programme support, research or related roles. Experience working within the innovation ecosystem is an added advantage.

Skills and attributes required:

- Strong research, analytical and data interpretation skills.
- Excellent written and oral communication skills; able to document findings clearly and assist in stakeholder engagements.
- Experience in project coordination, planning and reporting.
- Knowledge of national innovation agencies, innovation ecosystems and support institutions in Africa is an advantage.
- Familiarity with innovation measurement frameworks or standards development is desirable.

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:

6 March 2026

Previously disadvantaged candidates are strongly encouraged to apply.

