



# VACANCY

## MANAGER: RESOURCE MOBILISATION AND FUND 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.

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The NCRST hereby invites applications from suitably qualified individuals to apply for the following position:

**MANAGER: RESOURCE MOBILISATION AND GRANT MANAGEMENT, GRADE:  
D2**

### JOB PURPOSE:

The primary purpose of this function is to implement management of grants on behalf of the Research, Science and Technology Fund of the NCRST, to identify grant opportunities, implement specific grant awards, evaluate successful projects, and streamline future proposals.

### KEY PERFORMANCE AREAS:

#### KPA 1 Operations Management

- Manage the development of Funding Mechanisms and Guidelines
- Facilitate the planning and implementation of grant programmes
- Development of calls for proposals in priority areas of the National Programme on Research, Science, Technology and Innovation
- Manage the process of funding research and innovation projects
- Disseminate information to stakeholders, especially with respect to research funding requirements

- Conduct technical audits on the implementation of the funded projects and work closely with the Manager: Fund and Investment to develop reports for the National Research, Science and Technology Fund
- Provide technical support function to the National Research, Science and Technology Fund

### **KPA 2: Administration**

- Prepares annual budget and controls costs accordingly
- Prepares reports for line supervisor as required
- Corresponds with partners and stakeholders
- Make recommendations for processes automation.

### **KPA 3 Staff Management**

- Monitors activities of staff to ensure compliance with laid down procedures, policies and practices, with particular regard to integrity, security and confidentiality of the unit.
- Reviews the work done by direct subordinates through progress discussions. Monitors the progress made by the immediate subordinates and co-ordinates and directs their activities towards achievement of the objectives and targets of the division.
- Drafts job descriptions of subordinate staff members in consultation with the direct supervisor, and regularly updates these job descriptions.
- Identifies training needs amongst subordinates and provides technical training and other guidance where relevant.
- Sets goals for the division and determines levels of performance required.
- Reviews assessment of individual performance of unit members and recommends performance bonuses, promotions or other rewards.
- Controls timeous execution of all duties against pre-determined priorities and programmes through the performance management system.
- Maintains and constantly promotes highest levels of professionalism.
- Provides recommendations for appointments and promotion of staff in the division, and ensures the appropriate skills mix in liaison with the Human Resources Department. Ensures the proper induction of all new appointments.
- Addresses instances of poor performance where relevant through the disciplinary process.
- Establishes a coaching culture and ensures that line management is sufficiently equipped to handle it.
- Ensures that an appropriate succession plan is in place.

- Plans, organises and schedules work between units in the most efficient manner to ensure compliance with financial management requirements.
- Acts as mentor/coach to staff and recommends formal training programmes, secondments and attachments to enhance skills and competencies in the efficient administration, financial management and effective governance of the Organisation.

**MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:**

- Bachelor's degree in a related field such as Science or Engineering with an industry background in Research, Science and Technology.
- At least five years of experience in grant writing and/or management.
- Strong research, writing, and communication skills.
- Ability to manage multiple projects simultaneously and meet deadlines.
- Thorough understanding of general accepted accounting principles (GAAP) and budgeting principles.

**SKILLS AND ATTRIBUTES REQUIRED:**

Industry knowledge, broad technical knowledge in appropriate field in relation to research, science and technology issues. Organisational skills, leadership and empathy would be sought after skills in this middle management role.

**PERSONALITY TRAITS REQUIRED:**

Diplomacy, strong negotiation skills, logical reasoning, strength of character and perseverance would be fundamental.

**PROFESSIONAL / LEGAL REGISTRATION REQUIREMENT**

None

**CONDITIONS OF EMPLOYMENT:**

- This is a five (5) years contract renewable
- 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 email: [recruitment@ncrst.na](mailto:recruitment@ncrst.na)

- or via NIEIS website: <http://nieis.namibiaatwork.gov.na>
- Please note that only shortlisted candidates will be contacted, and no documents will be returned.

**Applications and inquiries may be directed to:**

The Human Resources & Organisational Development

Office Tel: +264 (61) 431 7052

**CLOSING DATE OF APPLICATIONS:**

04 October 2024

Previously disadvantaged candidates are strongly encouraged to apply.