



# VACANCY

PROJECT ASSISTANT

Full time 3-year contract Position

(Windhoek, Namibia)

## **ABOUT THE NCRST:**

The National Commission on Research, Science and Technology (NCRST) is a Public 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 temporary full-time position:

**POSITION: PROJECT ASSISTANT, GRADE: B2**

## **JOB PURPOSE:**

To support the smooth execution and coordination of project activities, ensuring efficient operations, adherence to timelines, and accurate documentation across multiple work streams.

## **KEY PERFORMANCE AREAS:**

- Manage project scheduling, document drafting and records maintenance.
- Facilitate communication across teams and maintain comprehensive project documentation.
- Track project activities, timelines and deliverables, ensuring adherence to deadlines.
- Liaise with suppliers and service providers to ensure timely procurement of resources.
- Facilitate collaboration and communication among stakeholders, supporting coordination for workshops, events and training.
- Assist in data collection and tracking of key project metrics for Monitoring and Evaluation (M&E) purposes.
- Prepare and compile progress reports to ensure project alignment with objectives.
- Coordinate logistics for events, including venue arrangements and participant management.
- Track expenses and budget allocations, managing timely disbursement of funds and ensuring budgetary compliance.

- Assist in coordinating pilot project activities, providing logistical and administrative support for innovation initiatives.

**MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:**

- Bachelor's degree or equivalent in Project Management, Business Administration/Management, or a related field; Master's degree will be an added advantage.
- At least 3-5 years' experience in project coordination, consultancy or similar roles, ideally in innovation, development, or research projects.

**SKILLS AND ATTRIBUTES REQUIRED:**

- Proficiency in Microsoft Office and project management tools.
- Basic financial management and procurement knowledge.
- Proficient in proposal writing
- Strong multitasking and time management abilities.
- Excellent written and verbal communication skills.
- Analytical skills for risk identification and issue resolution.
- Experience in multicultural settings; multilingual (English) while French, and Portuguese will be an added advantage for the Innovation Agencies of Africa Network.

**CONDITIONS OF EMPLOYMENT:**

This is a three (3) year contract, on a full-time basis.

NCRST is an equal-opportunity employer.

**APPLICATIONS:**

All applications must be accompanied by a comprehensive Curriculum Vitae, with certified Identified Document and supporting documents. Applications can be submitted through an email at [recruitment@ncrst.na](mailto:recruitment@ncrst.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 7000

Email: [recruitment@ncrst.na](mailto:recruitment@ncrst.na)

**CLOSING DATE OF APPLICATIONS:**

06 December 2024

Previously disadvantaged candidates are strongly encouraged to apply.