



CAREER OPPORTUNITY - EXTERNAL

The Namibian Standards Institution (NSI) was established in terms of the Standards Act, 2005 (Act No. 18 of 2005). The primary role of the NSI is to promote Standardisation and Quality Assurance in industry, commerce and the public sector in Namibia, with the aim of improving product quality, industrial efficiency and productivity, and to promote trade, so as to achieve optimum benefits for Namibia.

POSITION: ADMINISTRATION OFFICER (B3)

Duty Station: Lüderitz (Inspection Centre)

Primary purpose of position:

Provide efficient and effective front desk, administrative and secretarial support to the Inspection Centre Division.

Educational requirement:

Grade 12 - NQF 3

Experience requirement:

Two (2) years general administrative experience.

Skills & knowledge requirement:

- Institution's policies and procedures
- Professional Typing (30wpm)
- Switchboard operation
- Office equipment operation
- MS Excel; MS Word
- Communication
- Knowledgeable on the NSI internal structure / organogram and functions of departments
- Professional letter drafting

Key Performance Area

- Front Desk / Secretarial Services
- Administration duties
- Secretarial Services
- Control and maintenance of assets, office supplies and sundries
- Comply with requirements of Quality management system

Applications should include a detailed Curriculum Vitae, certified copies of qualifications, academic transcripts and copy of identification document or passport.

The NSI is an equal opportunity employer and encourages applications from the designated groups e.g. women and persons with disabilities, in particular, in terms of the Affirmative Action (Employment) Act No. 29 of 1998)

POSITION: ADMINISTRATION OFFICER (B3) (Cont.)

Applicants not meeting the criteria need not to apply.

Only shortlisted candidates will be contacted.

Emails and faxes are not accepted

NB: Candidates should ensure that all qualifications are evaluated and verified by the Namibian Qualification Authority.

The closing date for applications is 12 July 2024

Applications can be addressed to:

Office of the Acting Human Resources Manager

P.O Box 26364

Windhoek

Hand Delivered to:

NSI Head Office

37 Feld Street,

Ausspannplatz

Windhoek

