



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: SUPPORT OFFICER (A3)

Duty Station: Walvis Bay (Testing Centre)

Primary purpose of position:

To provide cleaning services and general assistance to the Testing and Inspection site to ensure smooth running of operations including laboratory operations.

Educational requirement:

Grade 10

Experience requirement:

Three (3) months working experience preferably in a cleaning environment

Skills & knowledge requirement:

- Basic English literacy
- Basic Communication skills

Key Performance Area

- Maintenance of good housekeeping and hygiene – laboratory
- Maintenance of good housekeeping and hygiene – office and common areas
- Preparation for event management & hospitality
- Preparation of laboratory utensils
- Administration duties

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)

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.

POSITION: SUPPORT OFFICER (A3) (Cont.)

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



www.nsi.com.na