

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, to achieve optimum benefits for Namibia.

POSITION: HRP: Payroll & Administration Officer (C3)

Duty Station: Windhoek

Primary purpose of position:

To provide administration services for the organisation's payroll database. To input and process the payroll data. To assist the HR Manager with implementing the human resources functions and in the exaction of HR policies and procedures. To assist the implementation of organizational interventions.

Educational requirement:

- A relevant Diploma NQA level 6
- A degree in HR management would be an added advantage

Experience requirement:

- 2 years HR generalist working experience
- 2 years' experience in a payroll/ personnel administration position
- Drives Licence valid two (2) years

Skills & knowledge requirement:

- Income Tax Act
- Basic Communication
- Labour Act
- Basic coordination & organising
- Payroll package software
- Microsoft office
- HR Practices
- Numeric ability
- IR policies and procedures
- Interpersonal
- Relevant labour legislation
- Personnel practices
- Records management
- Integrity, confidentiality
- Assertiveness, confidence
- Pressure handling

POSITION: HRP: Payroll & Administration Officer (C3) **(Cont.)**

Key Performance Area

- Payroll input
- Payroll Administration
- Payroll Reports
- Interpretation of HR Policies and Procedures
- Human Resources capacity building
- HR management information
- Affirmative Action Committee and Reporting
- Recruitment & Selection
- Industrial relations

Applications should include a detailed Cover Letter, Curriculum Vitae, Certified copies of qualifications, academic transcripts and copy of identification document or passport and driver's license.

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

Applicants do not meet the criteria need not to apply.

Only shortlisted candidates will be contacted

Emails and faxes are not accepted

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

The closing date for applications is 23 July 2026.

Applications can be addressed to:

Office of the Human Resources Manager

+26461386444/440

P.O Box 26364

Windhoek

Hand Delivered to:

NSI Head Office 37

Sir Seretse Khama,

Ausspannplatz

Windhoek



**STANDARDS
DEVELOPMENT &
COORDINATION**



CERTIFICATION



**TESTING AND
INSPECTION**



METROLOGY