

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: HR Practitioner: Health and Safety x 1 (C3)

Duty Station: Windhoek

Primary purpose of position:

- To implement, evaluate and maintain the Health and Safety Management System in the NSI in accordance with the requirements of ISO 45001:2018 standard, relevant statutory and regulatory requirements, and organisational policies and procedures.
- To drive the development of Safety Health and Environmental (SHE) culture to support efficient and effective risk management.
- To collate and consolidate SHE data for the NSI and submission to EXCO.
- To provide assurance on competence of all SHE critical positions in the NSI.
- To provide specialist advice and support to NSI staff, as well as support line functions in the discharge of their SHE responsibilities.

Minimum Educational requirement:

- A Four (4) year degree in Environmental Health or Occupational Health and Safety or an Accredited SHEQ tertiary qualification.
- NQA level 7

Experience requirement:

- Four (4) years' working experience in Health, Safety and Environmental Management.

Special Requirements / Licenses:

- SAMTRAC (Safety Management Training course) training course 'qualification'
- Code B Driver's License

Skills and Knowledge Requirement:

- IR policies and procedures
- Relevant labour legislation
- Personnel practices
- Integrity, Confidentiality
- Relevant Management Systems
- Microsoft Office
- Records Management
- Assertiveness and confidence
- Customer Centric
- Service Orientated

POSITION: HR Practitioner: Health and Safety (C3) (Cont.)

Key Performance Area

- Health and Safety Regulations and Policies
- Accident and Incident Investigations
- Health and Safety Risk Assessment & Standards
- Custodian for Emergency Response & Procedures
- Health and Safety Training
- Management Reviews
- Workplace Wellness Program
- Personal Effectiveness and Competency Development

Applications should include a detailed Curriculum Vitae, Cover Letter, 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 who do not meet the criteria need not 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 25 September 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



www.nsi.com.na