

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: Auditor (C3)

Duty Station: Windhoek

Primary purpose of position:

To conduct auditing of organizations management system for conformance with requirements of relevant standards such as ISO 9001, ISO 14000, ISO 45001 for certification. To conduct inspection of for product certification for conformance to Namibian and/or international product standards.

Educational requirement:

Bachelor's Degree in Natural Science (Chemistry) NQF 7

Experience requirement:

3 years' work experience in Manufacturing and quality assurance industry
Driver's License valid two (2) years at time of application

Skills & knowledge requirement:

- Knowledge of management system and product certification
- ICT literacy
- Interpersonal skills
- Presentation skills
- Technical writing and reporting

POSITION: Auditor (C3) (Cont.)

Key Performance Area

- Management Systems Certification
- Product Certification
- Client Liaison
- Internal audit
- Product Import verification
- Compliance with the management system of the Certification Body
- Administration & logistics duties

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 04 November 2025.

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

