

Project assistant to the PTB NSI EU Grant funded project “Support to the Namibian Standards Institution”

The EU-funded EU Grant “**Support to the Namibian Standards Institution**” is seeking to fill the position of the **Project Assistant**.

The EU-funded EU Grant "Support to the Namibian Standards Institution" is jointly implemented by the German National Metrology Institute (Physikalisch-Technische Bundesanstalt, PTB) and the Namibian Standards Institution (NSI). The project supports the Namibian Standards Institution (NSI) and Namibian Stakeholders with capacity building activities related to quality infrastructure for Green Hydrogen.

Project background:

The purpose of the EU Grant is to support Namibia’s National Quality Infrastructure to enable internationally compliant, safe, and market-ready green hydrogen production and trade.

Area of responsibilities:

Under the guidance of the project leaders of PTB and NSI and in cooperation with the responsible counterparts at NSI and Namibian stakeholders the project assistant will be expected to carry out the following duties:

- General support to PTB and NSI in terms of administrative assistance, office management, correspondence, record keeping and filing, and assist bookkeeping and accounting;
- Support PTB and NSI in organizational, logistical and technical matters, especially with organizing conferences, training sessions, workshops, meetings, expert missions and study visits of experts;
- Coordinate, develop and maintain close working contacts and relations with Namibian officials and stakeholders, as well as international experts involved in the EU Grant, as well as the PTB project and financial management team;
- Assist in arranging of meetings, minute taking, reporting and information dissemination
- Assist in the drafting and dissemination of promotional materials in relation to the project;
- Assist PTB and NSI in project monitoring, evaluation and reporting;
- Perform any other tasks as assigned.

Requirements to candidates:

- University degree, preferably in the field of Natural Science, International development or relations;
- At least three years of working experience as administrative assistant or with similar duties;
- Previous work experience in international projects or organizations would be an advantage;
- Professional fluency in English, both oral and written;
- Ability and willingness to quickly familiarize with terminology within quality infrastructure (standardization, certification, accreditation, metrology and explosion protection)

- Excellent knowledge of office applications (e. g. MS Outlook, MS Excel, MS Word and MS Power Point) and internet browsers;
- Ability to establish and maintain effective working relations and to work in a team;
- Technical and reporting skills;
- Organizational and analytical skills and initiative;
- Excellent interpersonal and communication skills;
- Driver licence B, at least 2 years of experience
- Flexibility to travel within Namibia

The applicant may not be (or have been in the past 6 months) a civil servant or agent of NSI nor be on leave from NSI to take up the position.

The project will strongly consider the personal fitness and skills of the candidate.

Employment conditions:

Full-time contract

Office presence at NSI Headquarter

Duration of the contract: 31.04.2028

Envisaged start of the contract: December 2026

Location: Windhoek, Namibia

Written application:

We are looking forward to your application by e-mail comprising your **CV and a cover letter** until **October 30, 2026**, to the following address: PTB-NSI-EU-grant@ptb.de.

Interview:

Only short-listed candidates will be contacted and invited for an interview in presence.