

### Office of the Vice-Chancellor

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### Project Services Unit (PSU)

The Project Services Unit (PSU) is established to promote, support and facilitate external grant and project management services to enhance strategic multi-disciplinary research capacity, innovation, and development in the relevant fields of applied science and technology.

### Project Analyst (Three-Year Contract)

#### Requirements

A relevant Bachelor's degree (NQF level 7) with at least three years of experience in project cycle management, monitoring, evaluation, and assessments. Knowledgeable in all phases of project management.

#### Job Description

Develop online management reports and key performance parameters; monitor the performance and efficiency of projects. Provide overall planning of projects and monitor project scheduling and timetables for deliverables. Develop, design and establish reporting standards for multiple, large-scale and/or multi-disciplinary projects; monitor programme budgets; project impact and growth analysis; facilitate knowledge management and exchange and ensure compliance with the Namibia University of Science and Technology and donor requirements.

#### BENEFITS

**NUST offers a competitive salary and the following fringe benefits:**

- \* Annual Bonus
- \* Generous Leave Privileges
- \* Housing Allowance
- \* Medical Aid Scheme
- \* Pension Fund
- \* Relocation Expenses

#### APPLICATION PROCEDURE

**Applications in writing, accompanied by a Curriculum Vitae, giving full details of work experience and proof of qualifications, should be submitted to: The Director: Human Resources, Namibia University of Science and Technology, Private Bag 13388 or 13 Storch Street, Windhoek, NAMIBIA. Applications may be emailed to: [recruitment@nust.na](mailto:recruitment@nust.na). On e-mail applications, please enter the title of the position in the subject line. All foreign qualifications will be validated by the NQA.**

**CLOSING DATE: 24 NOVEMBER 2017**

**ASSUMPTION OF DUTIES: ASAP**

Only shortlisted candidates will be contacted. No documents will be returned.