EXTERNAL VACANCIES

The Namibia Statistics Agency was established in terms of Statistics Act No. 9 of 2011. The Agency is mandated, among others, to constitute the central statistical authority of the state and to collect, produce, analyse, and disseminate official statistics in Namibia.

The Agency would like to invite suitable applicants who meet the requirements as indicated below to apply for the temporary vacancies under 2024/25 Namibia Household Income and Expenditure Survey (NHIES)

Position : National IT Field Technician x 1 (from the date of assumption of duty until 31 October 2024)
Reporting to : System Specialist
Duty Station : NSA Head Office, Windhoek

Key Performance Areas:

- Offer technical support to the field staffs for the entire team
- Allocation and deployment of tablets and other ICT equipment for fieldwork
- Ensure backup's operations are effectively undertaken as per the backup plan
- Verify data sent from the field
- Provide network support services
- Provide assistance to the Regional supervisor
- Monitor data transmission infrastructure
- Implement data security initiatives as directed
- Attend to ad-hoc activities as instructed by the IT specialist
- Troubleshooting of variety of technology issues encountered during the field work
- Manage and update the IT Asset inventory

Practical Skills:

- Able to learn new skills readily
- Attention to details
- Able to work confidently with computer applications, especially Microsoft packages (E.G MS Word, Excel)
- Able to take a neat and methodical approach and work with minimal supervision

Job Requirements:

- Degree in IT network or system Administrations or computer science
- One year working experience in Information Technology (IT)
- Knowledge of Android operating system
- Must be in possession of a valid driver's license for a minimum of one (2) year.

Position : Team Supervisor & IT support: Pilot Survey x 8 (September until October 2024)

Reporting to : Regional Statistician and N-ITFT
Duty Station : Regional based

Key Performance Areas:

TS related:

- Supervise, plan, and manage the work of the team on a daily basis including field logistics
- Responsible for completing assigned tasks daily
- Collecting information from the respondents through interviews when required
- Administer the Daily Record Book (DRB)
- Ensure that all questionnaires assigned to the enumerators are completed and checked
- Maintain proper record keeping
- Conduct publicity in the assigned areas to create awareness among selected communities
- Carry out any task as delegated by the supervisor
- Transport the team to and from the areas of work

IT related:

- To attend to queries as tasked by the National ITFTs and regional statistician
- Undertake back up and data recovery operations
- Provide IT end user support in the field and office
- Tablet configuration, Capi deployment, Remote and onsite troubleshooting
- Deploy data collection systems and tools
- Resolve complex technical issues
- Monitor and ensure successful data transmission from the field
- Implement data security initiatives as directed and enforce IT policies
- Inventory management by maintaining an up-to-date inventory list of all equipment and software allocated to field staff.
- Provide end-user training on data collection systems and administrative systems
- Attend to ad-hoc activities as instructed by the IT specialist
- Maintain accurate documentation of all IT related matters and assets

Practical skills:

- Able to learn new skills
- Attention to details
- Able to work confidently with computer applications, especially Microsoft packages (E.G MS Word, Excel)
- Experience working with CSpro, File Transfer Protocol (FTP), Microsoft and Linux and android operating systems and infrastructures Able to take a neat and methodical approach and work with minimal supervision.

Educational Qualifications & Work Experience:

- Minimum requirements: Grade 12 with 25 points in 6 subjects PLUS a certificate in IT systems with experience of at least working in two or more Surveys/Censuses.
- Have a valid 2 years driver's license.
- Or

- A Diploma or Degree in IT with a driver license of 2 years and above.

Job Requirement:

- Must be proficient in information technology troubleshooting and end user support
- Must have work experience in projects
- Must be in possession of a valid driver's license for a minimum of two (2) year.
- Sound English writing and speaking skills
- Be familiar with the local language
- Reliable/dependable
- Ability to maintain confidentiality

Specific Requirements

- Well-developed analytical and systematic thinking skills.
- Must have supervision experience surveys and Censuses.
- Sound English communications - written and verbal skills.
- Have sound knowledge in smart phone and CAPI operations.
- Ability to maintain confidentiality.

Position : Enumerator: Pilot Survey x 16 (September until October 2024)
Reporting to : Team Supervisor
Duty Station : Regional based

Key Performance Areas:

- Responsible for completing assigned tasks daily
- Collecting information from the respondents through interviews
- Administer the Daily Record Book (DRB)
- Ensure that all Primary Sampling Unit (PSU) assigned are completed within the specified time frame.
- Maintain proper record keeping.
- Carry out any task as delegated by the Team Supervisor

Educational Qualifications & Work Experience:

- Grade 12 with a minimum 20 points in 6 subjects with an "E" symbol in English. PLUS, ICT experience i.e. on the usage of tablets.

Added advantage:

- A Bachelor Diploma or degree in Land Management, Geographic Information Systems (GIS), Geoinformation Technology (GIT), Geography, Statistics, Population studies, Business and Management degree, Economics, Accounting, and Computer science

Job Requirements

- Must be 18 years old of age and above
- Have sound knowledge in smart phone and CAPI operations
- Be familiar with the local language
- Sound English writing and speaking skills

- Reliable/dependable
- Ability to maintain confidentiality

Interested candidates may submit their applications that include a detailed CV and certified copies of relevant educational qualifications through online recruitment system NSA E-recruitment system.

Only the electronic application through the NSA Recruitment will be accepted.

"As per Affirmative Action (Employment) Act, Act 29 of 1998; Namibian Citizens from previously disadvantaged groups will enjoy preferential treatment"

Only short-listed candidates will be contacted, and no documents will be returned.

CLOSING DATE: 15 August 2024