Namibia Statistics Agency

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 2 (1 February 2025 until March 2026)
Reporting to:	System Specialist
Duty station:	Windhoek, Head Office

Key Performance Areas:

- Offer technical support to the field staffs through the regional and constituency ITFT
- 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 and constituency 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:

- Grade 12 certificate
- Bachelor's degree in IT network/system Administrations or computer science
- One year working experience in Information Technology (IT) as a technician
- Knowledge of Windows, Linux and Android operating system
- Must be in possession of a valid driver's license for a minimum of two (2) years.

Position:	Team Supervisor & IT support (TS) x 51 (22 March 2025 until 21 March 2026)
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
- Assist the Constituency supervisor

IT related:

- To attend to queries as tasked by the National ITFTs and regional statistician
- Undertake back up and data recovery operations in the field
- Provide IT end user support in the field and office at constituency level
- 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
- Attentive to details
- Able to work confidently with computer applications, especially Microsoft packages (E.G MS Word, Excel)
- Experience working with Cspro, 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:

- Grade 12 with a minimum 20 points in 6 subjects with an “E” symbol in English
- Diploma in Information Technology, Computer Science, Software Engineering, or any IT related field.
- Certifications such as N+, A+, CCNA, MCSE, Server or network Administrations and other certifications would be an added advantage.
- Must have successfully participated in at least one (1) or more Household-based census/surveys/project.
- One year working experience in Information Technology (IT)
- Must be in possession of a valid driver’s license for a minimum of one (2) year

Job Requirement:

- Must be proficient in information technology troubleshooting and end user support
- Must have supervision 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
- Have sound knowledge in smart phone and CAPI operations
- Be familiar with the local language
- Reliable/dependable
- Ability to maintain confidentiality

Specific Requirements

- Understanding of inferential, inductive, and deductive statistics.
- Thorough understanding of statistical principles.
- Well-developed analytical and systematic thinking skills.
- Proficiency in Microsoft as well as quantitative analysis software packages such as Statistical Package for Social Scientist (SPSS), "STATA" and "R".
- Must have supervision experience in surveys and Censuses.
- Sound English communications written and verbal skills.
- Have sound knowledge in CAPI operations.
- Ability to maintain confidentiality.

Position:	Interviewer x 102 (24 March 2025 until 20 March 2026)
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 Diploma/ Bachelor 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 in writing, accompanied by a detailed CV and certified copies of relevant educational qualifications through the NSA online recruitment system. A police certificate of conduct not older than 6 months MUST be attached to the application.

In selected cases based on the agreement, the field staff may be deployed to other regions other than they have applied for without any additional payment.

Only the electronic applications will be accepted.

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

CLOSING DATE FOR APPLICATIONS: 25 OCTOBER 2024