

Position Title: Executive Corporate Services

Closing Date: Friday, 10 July 2026
Job Grade: E2

About Namibian Standards Institution (NSI)

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, so as to achieve optimum benefits for Namibia. NSI is an equal opportunity employer

Purpose of Position

The Executive: Corporate Services is responsible to provide strategic leadership towards the Financial, Human Resources, and Information Technology functions of the NSI. The position ensures that the NSI remains strategically and operationally sound by providing strategic leadership and management of the strategic areas within the department, delivers on strategic stakeholder management, oversee the implementation of the strategic and operational plans and departmental projects, while ensuring that the department attains the set financial objectives through sound people management and performance management strategies. The Executive: Corporate Services further contributes to NSI strategy implementation and works closely with the CEO and build a systematic and integrated approach to provide professional advice, expert guidance and support.

Required Education and Experience

A Bachelor's degree in Human Resources, Business administration, Finance or related fields at NQF 7, a Master's Degree in Business Administration (MBA) at NQF 8 with at least 10 years working experience of which at least five (5) years at senior managerial level. A relevant driver's license valid for two (2) years.

Interested candidates are directed to visit:

<http://www.transfocoaching.com.na> for the full job specifications and guidance on how to apply and submit applications and relevant documents. Only shortlisted candidates will be contacted and no documents will be returned.

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Job Specific Knowledge and Skills

- Knowledge of relevant acts, legislation, regulations, policies and procedures.
- Strategic planning, strategy formulation and business planning skills.
- Strong financial management and resource optimisation capability.
- Sound understanding of Human Capital Management and organisational development.
- Knowledge of ICT management and digital business support systems.
- Corporate governance, compliance and policy implementation knowledge.
- Business analysis and strategic decision-making skills.
- People management, change management and managerial leadership skills.
- Stakeholder engagement, communication and negotiation skills.
- Ability to lead at executive level with integrity, judgement and results orientation.

Summary of Key Performance Areas

- Provide strategic leadership and direction for the Corporate Services function, including Finance, Human Capital and ICT.
- Support organisational strategy formulation through strategic input, policy advice and participation in executive management structures.
- Advise the CEO and senior management on appropriate corporate services practices to support institutional objectives.
- Lead stakeholder engagement on matters relating to Finance, Human Capital, ICT and broader corporate services.
- Represent the organisation in relevant national, regional and international corporate services platforms.
- Translate departmental strategy into business plans, operational priorities and strategic projects.
- Oversee the effective management and performance of the Finance, Human Capital and ICT divisions.
- Lead departmental budgeting, resource planning, cost control and revenue management.
- Ensure effective departmental governance, policy implementation and operational compliance.
- Manage departmental staff performance, development, labour relations and succession capacity.