



Namibia Statistics
Agency

EXTERNAL VACANCY

The Namibia Statistics Agency (NSA) was established in terms of the Statistics Act No. 9 of 2011. The Agency is mandated, amongst others, to constitute the central statistical authority of the State and to collect, produce, analyze, and disseminate official statistics in Namibia.

Position:	Maintenance Officer (fixed term contract until March 2027)
Reporting to:	Senior Property & Logistics Officer
Duty station:	NSA Head Office, Windhoek

► Job Purpose:

To ensure that a building or facility is safe, operational, and well maintained. This involves a mix of hands-on maintenance tasks, coordination with suppliers, and administrative duties to ensure that all building systems function effectively.

► Key responsibilities include:

- Facility maintenance and repairs by performing routine inspections of systems including HVAC, plumbing, electrical, and lighting.
- Preventative maintenance program- conduct scheduled maintenance to prevent system failures and servicing critical systems.
- Engage with suppliers and contractors in relation of maintenance issues.
- Ensure proper documents handling, which involve compliance and monitoring of contracts.
- Inspect facilities regularly to eliminate hazards, ensure safety measure and compliance documentation are up to date.
- Facilities upgrades and improvement by assessing the needs of the facilities, propose upgrades or renovations and manage projects within the timeline.
- Accurate record keeping of which include contract terms, amendments in collaboration with the Senior Property and Logistica Officer.
- Assist the Senior Property and Logistics Officer to develop and implement maintenance policy/ guidelines to handle maintenance matters.
- Address office needs efficiently in conjunction with the Supervisor and engage all stakeholders to keep them informed about maintenance issues.

► Educational Qualifications & Work Experience:

- A Technical Diploma in Building Maintenance or related field (NQF 6), a certification in facility maintenance is highly required.
- Related 3 years tertiary work experience within maintenance environment

► Specific Requirements:

- Experience in facilities management.
- Strong administrative control orientation.
- Good interpersonal skills.
- Understanding of physical building administration.
- Knowledge of operational support processes.
- Good problem solver
- Good organizational skills.
- Proficient in Microsoft packages

Interested candidates may submit their application which includes a detailed CV and certified copies of relevant educational qualifications on the NSA e-recruitment platform through NSA website. All qualifications obtained outside Namibia must be evaluated by the Namibia Qualification Authority.

Only online applications 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: 02 APRIL 2026