



## WE ARE HIRING

### Faculty of Engineering and Spatial Sciences

Department: Mining, Mechanical and Process Engineering

#### Background

The SteamBioAfrica project funded by the European Union under the EU Horizon 2020 mechanism. The project will demonstrate superheated steam processing of invasive woody biomass into clean-burning biofuel and water in rural Namibia. Operating at an industrially relevant scale for over one year. SteamBioAfrica will validate this biofuel with domestic and industrial customers in Namibia, Botswana, and South Africa. SteamBioAfrica's objective will be to validate this superheated steam biomass processing as viable and sustainable source of large-scale burning secure and affordable energy across Southern Africa.

#### Contract Period:

1 Year 2023 (1 August 2023 - 30 July 2024).

#### Data Protection Officer (DPO)

#### Requirements

A Bachelor's degree in statistics, monitoring and evaluations, computer science or related field, proficiency with software for preparing reports and presentations. Three (3) or more years of experience in data protection compliance, data management or related field. Expertise in data protection laws and practices, including deep understanding of General Data Protection Regulations (GDPR). Experience in audit, or risk management role and strong project management skills. Ability to work effectively under pressure and to manage sensitive and confidential information. Ability to identify, analyse and respond to risk factors throughout the life of a project. Excellent analytical skills and ability to accurately interpret complex documents and policies. Strong time management and organizational skills and able to meet deadlines. Should have a strong moral code and sense of ethics. Excellent verbal and written communication skills, with strong attention to details.

#### Job Description

The primary responsibilities is to ensure project processes and implementation comply with both the institutional and EU donor policies, as the project is EU funded. The DPO will provide expert guidance and train project employees on important data compliance requirements. He/she will render support to the institution and project partners in managing risks and ensure that project operations are performed in compliance with relevant policies and guidelines. The DPO will ensure that controllers or data collectors are educated about their data protection rights, obligations and responsibilities and raise awareness about them. The DPO will maintain records of all data processing activities of the project as the construction of the Process Plant has now been completed at Cheetah Conservation Fund (CCF) site in Otjiwarongo. The DPO will assist drafting new or existing internal data protection policies, guidelines, and procedures. The DPO will maintain records of all data processing activities of the project from stock feed at the plant, through laboratory analyses at NUST and partner laboratories around the world to data compilation, processing and interpretation. The DPO will also contribute to the project progress reports.

**Contact: Mrs Elzene van Wyk**  
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#### Closing Date: 14 July 2023

Only shortlisted candidates will be contacted. No documents will be returned. Suitably qualified female applicants and persons from previously disadvantaged communities shall be given preference.

ASSUMPTION OF DUTIES: As soon as possible  
DUTY STATION: Windhoek

Applications in writing, accompanied by a Curriculum Vitae, giving full details of work experience and proof of qualifications, should be submitted to:

Private Bag 13388, 13 Jackson Kaujea Street, Windhoek, NAMIBIA. Applications may be emailed to [recruitment@nust.na](mailto:recruitment@nust.na)

For project related queries, applicants may contact Professor Benjamin Mapani at telephone: 061 207 2191 or email [bmapani@nust.na](mailto:bmapani@nust.na) Project Coordinator: STEAMBIOAFRICA Project, Faculty of Engineering and The Built Environment, Namibia University of Science and Technology. Email: [bmapani@nust.na](mailto:bmapani@nust.na)