

THE VALUE EMBEDDED ON NIPAM'S TRAINING COURSES

The Namibia Institute of Public Administration and Management (NIPAM) is proud to be of service to almost 150 000 public sector clients constituting 98 Public Enterprises (20 000), 34 Offices/Ministries/Agencies (120 198), 14 Regional Councils (1748) and 57 Local Authorities (8481).

NIPAM provides public sector capacity building, whereby training is customised to meet the needs associated with different responsibilities and functions, from the executive level right through to the operational staff level. This is achieved by offering flagship or core training programmes together with functional or tailor-made training and development courses. These custom designed deliverables are spread across the three tiers of public sector namely Central Government, Regional and Local Government as well as the Public Enterprises.

Functional Training Programmes

Our functional training programmes are demand-driven courses based on the need, investigations or upon request. NIPAM, develops focused-based and tailor-made training courses that are delivered to clients in the public sector. Through these programmes we enhance skills and competencies so that the public servants can execute their duties effectively in a demanding environment.

These functional courses cover trainings such as Stock taking, Procurement, Customer Care, Secretarial Skills, Microsoft Office, Board Induction, Risk Management, Industrial Relations, Cobit 5 Foundation, ITIL, Project Management, Contract Management, Strategic Management, Protocol & Diplomacy, Performance Management, Total Quality Management, Monitoring and Evaluation, Introduction to E-Governance, Supply Chain Management, Executive Computer Literacy, Effective Company Secretary, Human Capital Management, Immigration and Management, Business Process Re-Engineering, Finance for non-Finance Managers, Excellence in Cleaning and Housekeeping, Communication Skills including Business Writing Skills, Leadership, Change Management, Innovation and Creativity, and Knowledge Management. These are amongst other tailor-made courses offered on request.

Flagship Training Programmes

NIPAM offers five flagship training programmes which are the Executive Development Programme (EDP), Senior Management Development Programme (SMDP), Middle Management Development Programme (MMDP), Supervisory Development Programme (SDP) and the Foundation Programme (FP).

Flagship training programmes are aiming at developing and providing common competencies across Offices, Ministries and Agencies, Regional Councils, Local Authorities and Public Enterprises. The flagship programmes focus on the appointment, promotion or transfer of persons in or to the public service. These programmes empower public servants to be innovative, have an adaptive capacity, anticipatory capacity and develop competencies and instincts to tackle uncertainties and manage complex challenges within the public service.

The Executive Development Programme targets Executive Directors, Permanent Secretaries & Deputy Permanent Secretaries, Chief Regional Officers, and Chief Executive Officers. Senior Management Development Programme targets Directors, Deputy Directors and Senior Managers while the Middle Management Development Programmes is aimed at employees at Chief levels. The Supervisory Development Programme targets first line supervisors and the Foundation Programme is offered to staff members at operational level with a special focus on new entrants into the public service.

ZOOM INTO EXECUTIVE DIRECTOR's ONE YEAR IN OFFICE



The appointed Executive Director (ED), Mr. Andrew Ndishishi has pledged his full commitment to serve and advance NIPAM's role in developing a world-class public service since his assuming of Office on the 1st of August 2016.

Subsequent to his appointment to the institution he has expanded NIPAM's training capacity, succeeded in training more than 1980 participants as well as strengthening the provision of consultancy services to public sector institutions. Some of the key consultancy services provided included the development of five-year strategic plans to various public institutions and a skill audits for directors of selected Public Enterprises.

Other notable accomplishments are the modelling of flagship training programmes to meet the changing needs of public service, and the development of new curriculum and updating materials for Board Induction Programmes, and for Councillor Development Programmes (CDP). Through this shift, NIPAM is set to adaptively operate and serve its clientele base with relevancy while matching with the prevailing demand.

In response to the Ministry of Urban and Rural Development, NIPAM is in the process of developing training materials for the training of Councillors on local economic development, governance for sub-national Government training programmes.

Mr. Ndishishi is instrumental in initiating a number of capacity building programmes for NIPAM staff members as well as the appointment of external mass resource pool of persons with relevant qualifications and experience to join the institutional academic staff in provision of training and consultancy services.

He positioned employees under vigorous training programmes for them to be certified by the South African Qualification Authority (SAQA) as training material developers and initiated the development of Norms and Standards currently underway for NIPAM to operationalise the relevant section of the NIPAM Act.

Having served the public service for more than 27 years in senior capacities he brings substantial understanding needed to enrich the institution towards a premier vehicle for capacity development of the Namibian Public Sector.

OUR SERVICES

- TRAINING
- CONSULTANCY
- VENUE HIRE
- CAFETERIA HIRE

WEBSITE: www.nipam.na

GOVERNING COUNCIL MEMBERS



Dr George Simataa
Chairperson



Dr Nashilongo K Shivute
Vice Chairperson



Dr Martha Kandawa
Schulz



Mr Andrew Ndishishi
Executive Director



Mr Jason Kasuto



Mr Modestus Amutse



Mr Petrus T Nevonga



Ms Damoline Muruko



Ms Emma Kantema
Gaomas



Ms Mekondjo
Nghipandulwa



SHORT LEARNING COURSES JANUARY - MARCH 2018 CALENDAR

Course Name	Fees (N\$) per delegate	January 2018	February 2018	March 2018
Communication Skills	3,650.00	22 - 26 January		5 - 9 March
Customer Service	3,650.00	29 - 02 February	12 - 16 February	
Disciplinary Procedure	3,650.00		19 - 23 February	
Finance for Non-Financial Managers	5,200.00		19 - 23 February	
Foundation Programme	3,650.00		12 - 16 February	
Leadership and Change Management	6,500.00			5 - 9 March
Business Writing Skills	3,650.00			12 - 16 March
Secretarial Skills	3,650.00		12 - 16 February	
Monitoring and Evaluation	5,200.00		19 - 23 February	
Business Process Reengineering	6,500.00			5 - 8 March
Project Management	5,200.00	29 - 02 February		
Protocol and Etiquette	5,200.00			12 - 16 March
Performance Management	5,200.00			5 - 9 March
Recruitment Processes and Interviewing Skills	3,650.00		12 - 16 February	
Records Management	3,650.00		26 - 02 March	
Strategic Management	6,500.00		19 - 23 February	
Supervisory Development Programme	3,650.00		5 - 9 February	
Cleaning and House Keeping	3,650.00		19 - 23 February	
COBIT Foundation	5,800.00		19 - 23 February	12 - 16 March
ITIL Foundation	6,500.00		12 - 16 February	5 - 9 March

The course fees include VAT, study material, facilitation and attendance certificates. Please book with NIPAM cafeteria for meals. Certificates will be awarded to participants who have successfully completed the course.



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