

# MONTHLY BULLETIN



ISSUE NO1

MARCH 2021

## NIPAM KEY GUIDING PRINCIPLES FOR 2021

**T** – Team Work

**A** – Agility

**P** – Positive Mindset



**Ms Benonia Elias**  
Organisational Development  
Specialist

These practices are instrumental in creating shared beliefs, shaping an attractive, high performing culture that is built on trust, teamwork and agility which in turn is an enabler in making NIPAM a great place to work. The guiding principles pointed out are Teamwork, Agility and Positive mindset abbreviated as TAP. We aim to launch the TAP Campaign to reinforce our purpose whilst putting our people at the heart of our business. We understand that our employees are the most valuable asset thus the Executive Director would like us to embed these principles to ensure alignment and unity.

The objective of TAP is to drive a clear set of ground rules and guiding principles for decision-making, actions and a sense of community in the year 2021. TAP will ensure our people find alignment between their personal values and NIPAMs values creating a unified and motivated workforce. The Executive Director would like to challenge each staff member

to become role-models of these behaviours and set goals/steps/actions that, you, yourself want to take in order to bring these behaviours across more in the way that you operate in your work and team.

Additionally, these behaviours and attitudes will promote connections, collaboration, new ways of working and doing things differently to promote the value of working together, agility and positive attitudes. In doing so we will need to embed these values into our culture, performance and day to day work life.

**Action Learning.** Continuously learning and support colleagues in ensuring things get done

**Team Building Session.** Drive and implement team building initiatives that promote collaboration, teamwork, and interaction. Promote virtual team building campaigns.

### TEAMWORK

- We work as a team pulling in the same direction, the right hand should know what the left hand is doing, and support team learning.
- We know our individual roles.
- We support each other.
- We share the same understanding and common goal.
- We participate and show up for activities.
- We are synergised and pull in the same direction.
- We learn and grow together.
- We win together and help our colleagues succeed.

### AGILITY

- We are quick, fast and flexible in our approach, action and result-oriented.
- We are solution driven.
- We fit in everywhere like an Amoeba.
- We manoeuvre through process quickly.
- We are adaptable.
- We are proactive and take initiative.
- Reimagine the possible.

### POSITIVE MINDSET

- Optimistic in our thoughts, action and language.
- We celebrate each other.
- Energised, rally and inspire others.
- Recognise the value each person plays.
- We care for each other.
- We seek to understand.
- We put ourselves in others shoes.

**Marketing of NIPAM by all staff members.** Establish mechanism to promote NIPAM, this includes incentives for client referrals, social media campaigns and set targets for each employee to bring in at least 1 potential and business

**Leadership resilience.** Set a clear direction and instruction, providing support when it is hard/challenging, affirm belief in staff members.

**Recognition.** Recognise employees who put in the extra in the ordinary, employees who go beyond their normal duties to live our values and bring them to life.

**A common understanding of NIPAM's mandate.** Clearly articulated the mandate, display the mandate on all notice boards within NIPAM. Launch the I am NIPAM campaign.

**Proactive in our approach/ setting the agenda.** Set the agenda, entrepreneurial mindset, identifying and acting fast on opportunities.



“TRANSFORMING THROUGH CAPACITY BUILDING”

# SIGNING OF PROJECT FINANCE PARTNERSHIP AGREEMENT BETWEEN NIPAM AND KEETMANSHOOP MUNICIPALITY



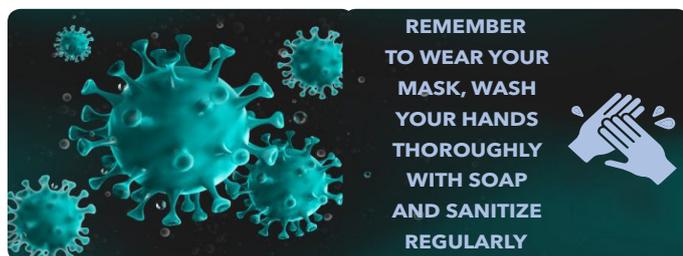
**N**IPAM and the Keetmanshoop Municipality have signed a partnership agreement to service 390 residential plots in two of the Keetmanshoop townships, namely Westdene and Krönlein. Keetmanshoop Municipality through expert facilitation by NIPAM are looking at sourcing funding estimated at N\$ 60 million from various strategic financial sources to finance the project.

In terms of the partnership, Keetmanshoop Municipality has appointed NIPAM as Project Managers to amongst others to conduct housing market studies, prepare funding proposals and obtain relevant regulatory approvals to ensure the successful implementation of the project.

NIPAM introduced a tailor-made training programme on 'Project Finance for Regional and Local Authorities'. The programme aims to sensitise the regional councils and local authorities on project finance as a financing alternative mechanism for delivering land servicing and affordable housing. The local authorities can do this by borrowing money from the financial institutions, on a stand-alone basis with the financiers relying on future cash flows as the primary source of repayment (cash flows from the sales of serviced land) rather than making use of the Local Authority balance sheet. According to NIPAM's Executive Director Ms Maria N. Nangolo, the Keetmanshoop Municipality requested NIPAM for assistance in the development of the feasibility and concept to accelerate servicing of land through project finance.

"This partnership represents a starting point of this initiative and journey which is guided by national interest and respective mandates of the joint institutions. Through this journey, we intend to create and document lessons to be learnt, create case studies which will serve as a blueprint for the future and also as a key contribution to the body of knowledge in the discipline of public administration".

Project finance is aimed at assisting public entities (including but not limited to regional and local authorities) with professional and expert support required to ensure due diligence in project establishment as well as in project monitoring and evaluation. The focus is specifically on revenue-generating projects. This partnership is a major milestone, a trendsetter and a pilot project that will set a footprint for the rest of the municipalities and local authorities to follow.



# NIPAM LAUNCHES ACADEMIC JOURNAL



**Mr Katoole Ipinge**  
Manager: Marketing and Business Development

On 12 February 2021 NIPAM launched an Academic Journal: NIPAM Journal of Public Administration and Management. The journal is an online quarterly publication dedicated to promoting articles and researchers in the field of public administration in Namibia.

Business Development Manager Mr Katoole Ipinge, said that the journal is a platform for public sector employees, students and scholars to share knowledge and research on public administration, public policy, public management, human resource management, organizational theory in public administration, ethics in public administration, policy analysis and public budgeting. He further added that the goal of the Journal is to share and compile high quality literature, exploring conventional and innovative topics and areas of research. It is his vision that the Journal becomes a place where Namibians can share, debate and provoke discussion on issues relating to public policy, administration and governance. The first issue featured articles and a book review. NIPAM employees and public sector are encouraged to submit articles and researches for publication.



**Mr Beatus Amadhila**  
Acting Director: Finance and Administration

**Congratulations to Mr Beatus Amadhila for obtaining his Masters of Commerce in Development Finance from the University of Cape Town.**

## IT TIP # 1

### Be careful what you click!

Avoid visiting unknown websites or downloading software from untrusted sources. These sites often host malware that will automatically install (often silently) and compromise your computer. If attachments or links in the email are unexpected or suspicious for any reason, don't click on it.



"TRANSFORMING THROUGH CAPACITY BUILDING"

# VALENTINE'S CAMPAIGN BRAND AMBASSADOR



Ms Monalisa Kapere

NIPAM Business Support Officer

As part of our efforts in promoting NIPAM's brand in less traditional ways, NIPAM decided to run a two weeks valentine's day campaign promoting NIPAM programmes and services while infusing the campaign with valentines related messages and images.

This campaign was channelled on NIPAM Social Media platforms, and the Institute employees were also assigned to spread the campaign message through their personal networks.

Ms Monalisa Kapere NIPAM Business Support Officer became the most active influencer and promoter of the campaign which bagged her a Valentine's Campaign Brand Ambassador Award.

When asked to comment, Ms Kapere says she believes valentine is a celebration for showing love and care to colleagues, friends and family members while this could be done in various creative efforts such as telling them how awesome they are, presenting them with meaningful gifts or simply by texting them or writing them a message.

We congratulate Ms Kapere for taking this campaign seriously and winning herself a weekly month-long lunch voucher a courtesy from the Marketing and Communications Department.

While recognising Mr Benitez Kasaona ICT Service Officer who was the campaigns runner up, we encourage our employees to participate in more of our upcoming brand champions initiatives by visiting and participating in NIPAM's various social media channels such as Facebook, Twitter, LinkedIn and Instagram. This you can do by liking, positive commenting and sharing the content.

Our next brand ambassador will be announced at the end of our next campaign.

## AGRICULTURE EMPLOYEES UNDERGO TRAINING IN DISCIPLINARY PROCEDURES



About 60 participants from the Ministry of Agriculture, Water and Land Reform are currently receiving a weeklong training programme in Disciplinary Procedures offered by NIPAM. The group that is divided into four sub-clusters will be undertaking this course for a total period of four weeks. Course Coordinator and NIPAM Senior Consultant, Mr Joubert Tawana pointed out the Disciplinary Procedures Training Course is one of NIPAM's highly demanded training programmes.

This Disciplinary training course provides a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement when necessary. This course is developed to enable staff members in the Public Service to gain a deeper comprehension of the disciplinary procedures as per the Staff Rules for their own professional growth and benefit as well as for their interaction in the work environment.

According to Mr Isaak Fredericks, the Chief Human Resource Practitioner at the Ministry of Agriculture, Water and Land Reforms, the Disciplinary Procedures Training Course is



Mr Joubert Tawana  
NIPAM Senior Consultant



Mr Isaak Fredericks  
NIPAM Disciplinary Training attendant

an eye opener, as it orients a trainee throughout the learning process using theoretical and both experimental tools of learning.

"Employees who underwent training received a lot of insights from the course and from my personal experience, I am now much more aware of how disciplinary procedures are supposed to be conducted in a public sector work environment". Mr Fredericks alluded that the information is important to ensure that employees know how to conduct themselves in a work setting, including measures that can be taken should they break the government staff rules.

This course covers the legal framework, different types of misconduct, the disciplinary process, roles and responsibilities of the disciplinary committee, guidelines for disciplinary inquiry, formulating charges of misconduct, and arbitration and appeal process. The course also ensures that employees are familiar with the rules and regulations governing their conduct to ensure that staff members understand and adhere to all the guidelines and procedures.

"TRANSFORMING THROUGH CAPACITY BUILDING"

# WELCOME TO MARCH

During this month of March NIPAM and its fellow staff, in anticipation and preparation of Namibia's Independence Day, we are reflecting, and we hold high the significance of the liberation of the Sovereign Nation of Namibia. To us freedom also implies every citizen's equal opportunity to access all levels of education, skills and occupations. As NIPAM we are proud to serve Namibia's public sector with capacity development interventions without excluding anyone in terms of gender, race or colour. We feel the freedom, and may you join us in reflecting on this important event



## IT TIP # 2

### PASSWORD HYGIENE

Use strong passwords:  
Use long passwords or passphrases that are complex and combine uppercase letters, lowercase letters, numbers, and symbols.  
Never reuse passwords: Use a separate password for each service you use.

check out our trainings



"TRANSFORMING THROUGH CAPACITY BUILDING"