



The Namibia Institute of Public Administration and Management (NIPAM) is a state-owned enterprise established by the Namibia Institute of Public Administration and Management Act, 2010, (Act no.10 of 2010). NIPAM's mission is to transform the Public Sector of Namibia into an efficient, effective and accountable system through training, operational research, capacity evaluation, consultancy and strategic partnerships.

VACANCY

POSITION:

DIRECTOR: ACADEMIC AFFAIRS

The incumbent will report to the Executive Director (ED)

PATTERSON	:	GRADE E1
MINIMUM	:	N\$ 587, 244.00 (Total Employment Cost)
MAXIMUM	:	N\$ 722, 423.00 (Total Employment Cost)

PRIMARY PURPOSE:

Responsible for the strategic direction and leadership of the Centre of Excellence for Academic Affairs function, overseeing consultancy, research, training and capacity evaluation in accordance with NIPAM's mandate. Provides academic, administrative and financial leadership for the Centre of Excellence, ensuring that NIPAM achieves its strategic academic goals, vision and mission. To lead, articulate, and manage the NIPAM's partnerships and liaise with external and internal stakeholders, including students, academic community, research institutes, to build regional research and educational partnerships.

KEY PERFORMANCE AREAS:

- Provide Technical and secretarial support to Governing Council and Training & Development Board
- Develop, Implement and Monitor the Strategic Plan
- Controls Financial and Operational Effectiveness of Academic affairs
- Management of quality assurance system
- Implement and Manage research and capacity evaluation initiatives
- Manage and develop the Academic Business Centres
- Lecturing
- Student and Academic Registration
- Business Development, Marketing, Branding, Promotion and Stakeholder engagement
- People Management, Development and Growth

MINIMUM QUALIFICATIONS AND EXPERIENCE

- A relevant Master's degree in Academic Planning, Education, Business Administration or Business Development,
- NQF Level 9
- Experience in heading an academic department at senior management level
- PhD will be an added advantage
- A minimum of 10 years relevant working experience of which 5 years should have been in a senior management role or Head of department.

SPECIAL REQUIREMENTS / LICENSES

- Experience in Teaching and Learning as well as Academic Administration.
- Knowledge of academic programme development implementation, management and assessment.
- Experience in drafting and managing collaboration agreements.
- Consortium building proposals experience.
- Resource and financial management skills.
- Excellent communication, conflict management skills and ability to maintain good human relationships
- Technology know-how, e.g. ability to initiate and use collaborative online platforms.

NIPAM is an equal opportunity employer and encourages applications from designated groups e.g. women and persons with disabilities, in particular, in terms of the Affirmative Action (Employment) (Act No. 29 of 1998). Applications should include a Curriculum Vitae, Certified copies of qualifications and identification document or passport. The closing date for applications is 31 March 2022 at 16:00 PM. Applications should be emailed to recruitment@nipam.na



SPECIAL REQUIREMENTS / LICENSES

- Demonstrate innovation and creativity in the pursuit of NIPAMs goals and objectives.
- Significant Board level leadership experience,
- Proven knowledge of and experience with curriculum design models.
- Ability to collaborate effectively with all the stakeholders including external bodies, government, other agencies and senior industry executives in order to achieve NIPAMs goals and objectives.

PRIMARY FEATURES OF THE JOB

- Advising Deputy Executive Director on strategy and policies.
- Discretion on suitability of academic content and educational approaches.

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