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**Senior Researcher**

The incumbent will report to the Director: Academic Affairs.

**PATTERSON : GRADE D3**

**MINIMUM : N$ 463, 916. 00 (Total Employment Cost)**

**MAXIMUM : N$ 603, 090. 00 (Total Employment Cost)**

**PRIMARY PURPOSE**

To assist the Director: Academic Affairs withinvestigation into, and offering of practical and implementable solutions to the problems of public administration and management. Also to serve as official researcher and consultant to the Government of the Republic of Namibia and design new systems, procedures and methods that will prevent waste and leakages and make the public service more efficient and effective in service delivery.

**KEY PERFORMANCE AREAS**

1. **Business Centre functioning**

* Manage the Research Unit as a centre of excellence and think tank for the public sector of Namibia, organizes debates, workshops or seminars on topics related to public management and administration.
* Assist to establish an observatory of capacity building needs in the Namibian Public Service, especially through capacity evaluation, regular surveys, impact assessment studies for government, development and donor agencies and undertake private sector and public management research assignments.
* Promotes collaboration and partnerships between public administrations and civil society organizations at central, regional and local levels, and with other institutions and bodies having similar objectives.
* Implements frameworks to ensure efficient and effective strategic planning, business process Re-engineering, policy development and advice in the Public Sector and undertakes research in that regard.
* Ensures that practical solutions are offered based on best practices aimed at people, partnerships, development, technology adaptation, innovation, systems, processes and procedures.
* Promotes partnerships with OMAs in the successful realization of national plans.
* Participate in converting the tenets of the Harambee Prosperity Plan, National Development Plans and Vision 2030 into action points.
* Promotes and strengthens exchange programmes between OMAs, Regional Councils, Public Enterprises and other countries on benchmarking and good practice.
* Participates in the development and implementation of the business centre plan.
* Provides information for monthly report on centre effectiveness and researching.
* Assists Director in compiling and managing the unit’s budget.
* Participates in business centre’s day to day operations.

1. **Research**

* Analyzes relevant challenges and emerging issues facing the Public Sector.
* Evolves solutions and tools to emerging issues.
* Manage the design and implementation of research, from developing the methods, up to interpreting and disseminating the results.
* Utilises research results to plan develop and implement NIPAM’s objectives in terms of consulting and lecturing.
* Provides direction and assistance in all aspects of NIPAM’s research operation.
* Assists Director of Academic Affairs to evaluate and recommend operational research activities.
* Studies and documents good practices, success and failure stories and create a bank of such practices for public sector capacity building.
* Provides other Centres of Excellence with case studies for incorporation in the relevant capacity building interventions.

1. **Consulting Services**

* Develops frameworks to ensure efficiency and effectiveness in the Public Sector and undertakes consultancies in that regard.
* Develops responsive tools, offers practical and implementable solutions based on best practices aimed at people, systems, and processes and procedures.
* Carries out consultancy assignments related to the business centre as or when required.
* Identifies consulting opportunities for tenders/expressions of interest.
* Prepares and submits proposals for identified consulting or tendering opportunities.
* Prepares and presents consultancy proposals on invitation.
* Compiles content, products or services related to the tender or proposal.
* Facilitates service level agreement process.

1. **Quality Assurance on Training, Consultancy and Research**

* Evaluates all consulting and research activities for suitability for intended purpose – in close cooperation with Manager Quality Assurance.
* Monitors and evaluates client satisfaction level during assignment and on completion of assignment.

1. **Staff Management**

* Assists staff in concluding performance agreements.
* Reviews performance of staff, provides positive feedback and guides rectifying behaviour as necessary.
* In addition to PM reviews, regularly discusses work plans and assesses progress reports.
* Assists each staff member in compiling a Personal Development Plan [PDP] and ensures on the job coaching or other appropriate training interventions.
* Ensures on-going and effective communication with staff.
* Monitors activities of staff to ensure compliance with established procedures, policies and practices, with particular regard to integrity, security and confidentiality of the organization.
* Ensures compliance to NIPAM Performance Management Policy.
* Addresses instances of poor performance where relevant through the disciplinary process.
* Identifies training needs amongst team members and provides technical training and other guidance where relevant.
* Maintains and constantly promotes highest levels of professionalism.
* Provides approval of appointments and promotions of staff in the division, and ensures the appropriate skills mix in liaison with the Human Capital Management Department. Ensures the proper induction of all new appointments.
* Reports trends on key measures such as absenteeism, staff turnover, disciplinary cases, inter alia. Recommends and implements remedial actions where necessary.
* Ensures compliance with the health and safety plan and legislation

**EXPERIENCE AND QUALIFICATIONS**

**Minimum Qualifications and Experience**

* A relevant Masters Degree
* NQF Level 9.
* 8 Years’ relevant experience of which at least 3 years in a research capacity.

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 an Application Letter, Curriculum Vitae, Certified copies of qualifications and Identification document or passport.

The closing date for applications is **19 April 2024 at 16:00 PM**.   Applications should be emailed to [recruitment@nipam.na](mailto:recruitment@nipam.na)