



EXTERNAL ADVERTISEMENT

1. POSITION: JUNIOR CONSULTANTS ×2

The incumbents will report to the Senior Consultants.

PATTERSON : GRADE C4

MINIMUM : N\$ 369, 877. 00 (Total Employment Cost)

MAXIMUM : N\$ 480, 840. 00 (Total Employment Cost)

PRIMARY PURPOSE

To execute consultancies by conducting research and investigation into public service delivery. Assist with the provision of practical and implementable solutions to the challenges of public administration and management to ensure efficient and effective public service delivery in Namibia.

KEY PERFORMANCE AREAS

Consulting Services:

- Develops frameworks to ensure efficiency and effectiveness in the Public Sector and undertake consultancies in that regard.
- Develops responsive tools, and offers practical and implementable solutions based on best practices aimed at people, systems, processes, and procedures.
- Identifies consulting opportunities across the Public Sector through tenders/expressions of interest amongst others.
- Prepares, submits, and presents proposals for identified consulting or tendering opportunities and/or on the invitation
- Facilitates the service level agreement process.

Directors: George Simataa (Chairperson), Nashilongo K. Shivute (Vice-Chairperson), Petrus T. Nevonga, Evelyn Zimba Naris, Delvaline Möwes, Matthew Gowaseb, Emmanuel S. Masule, Magreth Mengo, Jan J. Nitschke

**Acting Executive Director: Rebekka Kakololo
Company Secretary: Fuller & Associates**

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- Assists with the execution of consultancy assignments related to the business unit as or when required.

Business Unit Strategy:

- Participates in determining key functional training and capacity building priorities for Academic Unit at governance, strategic, management, tactical and operational levels.
- Contributes to the process of identifying specific capacity building requirements and defining the skills needed for the relevant Offices, Ministries and Agencies.
- Delivers short, medium, and long-term training programmes.

Lecturing:

- Prepares proper lesson plans within the framework of curriculum and provided course material.
- Conducts in-depth study on subject matter to be delivered – broader and deeper than training material.
- Conducts examinations or tests for the appointment, promotion, or transfer of persons in or to the public service.
- Delivers training to foster a sense of purpose, values, and traditions of a public service that serves the people of Namibia and promotes their welfare and lawful interests.
- Trains public servants to acquire analytical, creative, advisory, administrative, and other skills and knowledge necessary to formulate and execute policies and directives.
- Facilitates a culture of continuous learning in the public sector.
- In the absence of adequate internal capacity, identify and request resources from the NIPAM resource pool.
- Evaluates all training programs for suitability for the intended purpose.
- Ensures that all training interventions are evaluated by the learners and recommends

Research:

- Supervises research projects conducted under the Functional Training, Organization Development & Consultancy unit.

Business Development:

- Participates in the development and implementation of the business unit plan, key functional training, and capacity building priorities for the applicable disciplines at governance, strategic, management, tactical and operational levels.
- Provides information to assist in the development of a competency framework of public servants in applicable disciplines.

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- Assesses participants (pre- and post- training-assessment) and makes the necessary adjustments to the delivery.
- Supports the Senior Lecturers to evaluate effectiveness of course material and makes recommendations to the Manager Curriculum and Material Development.
- Participates in business unit day to day operations.

EXPERIENCE AND QUALIFICATIONS

Minimum Qualifications and Experience

- Honours Degree in Public Administration / Business Management/ Commerce/ Human Resource/ Organisational Development / Economics or equivalent qualification.
 - NQF Level 8
 - Master Degree will be an added advantage
 - 5 years 'consultancy experience in Organisational Development (Structure, Job Descriptions, Job Grading and Evaluation; and Remuneration Structure review etc) **OR** Policy and governance (Policy Development, Board Performance Agreements, and Board Evaluation)
 - Certification as a Management Consultant will be an added advantage
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2. POSITION: CURRICULUM AND INSTRUCTIONAL DESIGN OFFICER

The incumbent will report to the Director: Academic Affairs.

PATTERSON : GRADE D1

MINIMUM : N\$ 426, 483 . 00 (Total Employment Cost)

MAXIMUM : N\$ 554, 428. 00 (Total Employment Cost)

PRIMARY PURPOSE

To develop curricula for training related to the Public Service – in close collaboration with the Academic team.

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KEY PERFORMANCE AREAS

Training Needs:

- Consult and obtain training needs from the stakeholders and probe for more detailed needs are required to develop curricula and course material.
- Liaise with trainees and presenters on the suitability of Curricula and Course Material.

Curriculum and Material Development:

- Develop curricula for all approved courses.
- Conducts research and consults with subject matter experts and the Centres of Excellence in developing Curricula and Material.
- Develops new and innovative methods of delivery relevant to learner needs.
- Monitors that defined programmes operate within the requirements of curriculum assessment and examination regulations and in accordance with policies.
- Monitors that course manuals are available and up to date for all courses.
- Determines accreditation value of all courses developed.

Evaluation of Curricula and Material:

- Reviews/assesses curricula to ensure that course/program is meeting intended objectives and requirements.
- Liaise with the academic team in evaluating training results, with the view to improve the curricula as well as the course material.
- Recommends amendments to curricula and course material and assists in the implementation of approved recommendations.
- Maintains research database that may be utilised to develop and review curriculum.

Administration:

- Provides reports to the Director: academic Affairs on the status and progress on the Curricula Development and Course Material.
- Keeps proper records related to Curricula Development and Course Material

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EXPERIENCE AND QUALIFICATIONS

Minimum Qualifications and Experience

- Bachelor's Degree in Public Management or equivalent qualification.
- NQF Level 7
- 4 Years' experience in Training and Development with at least 2 years in course development.

Special Requirements

- A certification in the design and development of learning materials will be an added advantage.
- Experience in working with unit standards in the design of curricula and development of learning materials will be an added advantage.

NIPAM is an equal opportunity employer and encourages applications from designated groups e.g., women and persons with disabilities in terms of the Affirmative Action (Employment) (Act No. 29 of 1998).

Note: All foreign obtained qualifications must be accompanied by an evaluation from Namibia Qualification Authority. Applications should include a Curriculum Vitae, Certified copies of qualifications and Identification document or passport.

The closing date for applications is **8 November 2024 at 16:00 PM**. Applications should be emailed to recruitment@nipam.na

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