

LISTING OF FACILITATORS/RESEARCHERS/CONSULTANTS ON NIPAM RESOURCE POOL

BACKGROUND

The Namibia Institute of Public Administration and Management (NIPAM) is a public enterprise, established by an Act of Parliament, the NIPAM Act, 2010 (Act No. 10 of 2010) and governed by the Public Enterprises Governance Act, 2019 (Act No. 1 of 2019) as amended. The mandate of NIPAM is to transform the public service through improving management, leadership, and professional competencies of public servants.

NIPAM seeks to establish a pool of qualified and experienced facilitators, researchers and consultants to provide specialised services when needed. Selected experts (practitioners) will form part of NIPAM's resource pool and are expected to supplement NIPAM's existing internal capacity in executing its mandate in training, consultancy, operational research, and capacity evaluation.

TRAINING

NIPAM adopts a Competency-Based Training (CBT) approach to align education and training with evolving public sector and industry needs. CBT emphasises developing measurable skills and competencies to ensure public servants can perform effectively in their roles at their respective institutions. Therefore, NIPAM is looking for qualified and experienced facilitators in the specified areas, as reflected in **Annexure A** which is herewith attached.

CONSULTANCY

NIPAM serves as the official Government consultant to design, evolve new systems, procedures and methods that will prevent waste and leakages and make the public service more efficient and effective in service delivery. Hence NIPAM is looking for qualified and experienced consultants in the following areas:

- Development of Strategic Plans and Integrated Strategic and Business Plans.
- Development of Annual Business & Financial Plans and Annual Plans
- Development of Policies
- Performance Management
- Business Process Management/Re-Engineering
- Board Evaluation

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

Executive Director: Dr. Heroldt Vekaama Murangi
Company Secretary: Brian Chaka

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- **Organisational Development Interventions:**
 - Review of organisational structure(s)
 - Review of Job Descriptions
 - Job Evaluation and Grading
 - Remuneration Structure
 - Employee Satisfaction and Organisational Climate Surveys

RESEARCH

NIPAM is also looking for qualified researchers with expertise in conducting impactful studies and capacity evaluation assessment in the Public Sector. In addition, researchers should have experience in both qualitative and quantitative research methodologies. Researchers should also be familiar with data analysis software i.e. SPSS, ATLAS, R.

KEY REQUIREMENTS AND QUALIFICATIONS

1. Experience in Public Sector (Offices, Ministries & Agencies, Regional Councils, Local Authorities and Public Enterprises):
 - A minimum of 7 years of practical experience in the field or area(s). Candidates serving or served at Senior/ Executive Management Level will be an added advantage.
2. Academic Qualifications:
 - A Bachelor's Degree (NQF Level 7), Honour's Degree (NQF Level 8), Master's Degree (NQF Level 9), or Doctoral Degree (NQF Level 10) in a relevant field is highly desirable.
 - Certification in the selected area(s) will also be an added advantage.

All existing resource persons for NIPAM interventions are expected to apply.

Applications should include a cover letter specifying selected area(s), Curriculum Vitae, certified copies of qualifications and Identification Document or Passport. Applications should be emailed to skaukungwa@nipam.na.

General Enquiries:

Director: Academic Affairs | e-mail: rkakololo@nipam.na | Tel: +264 61 2964783

Closing date: 10 February 2025 at 12:00pm

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ANNEXURE A

TRAINING PROGRAMMES AND COURSES
GOVERNANCE TRAINING
Board Induction Programme
Corporate Governance Programme
Councillor Development Programme
Standing Rules and Orders for Members of Parliament
Standing Rules and Orders for Regional Councils
Board Effectiveness
DIPLOMACY TRAINING
Protocol, Diplomacy & Etiquette
REGIONAL AND LOCAL GOVERNMENT TRAININGS
Council Meeting Management
Community Development
Community Participation
Formulating Administrative Policy
Environmental Management
Solid Waste Management
Revenue Enhancement Strategies
Writing Standard and Operating Procedures
LEADERSHIP AND MANAGEMENT TRAINING
Leadership and Change Management
Strategic Management
Emotional Intelligence
Mentoring and Coaching
Innovation and Creativity
Knowledge Management
Procurement Management
Public Policy Development
MANAGEMENT DEVELOPMENT PROGRAMMES
Accredited programmes
<i>Post Graduate Certificate in Public Sector Management (NQF Level 8)</i>
Module 1: Public Governance for Quality Service Delivery
Module 2: Global and National Economic Development
Module 3: Public Sector Leadership and Organisational Development
Module 4: Advanced Public Financial Management
<i>Certificate in Public Sector Management (NQF Level 7)</i>
Module 1: Public Governance and Policy in Namibia
Module 2: Economic Policy and Strategies
Module 3: Strategic Human Capital Management
Module 4: Public Finance for Good Governance
<i>Certificate in Public Sector Management (NQF Level 6)</i>
Module 1: Public Policy Management
Module 2: Local Economic Development
Module 3: Human Capital Management
Module 4: Public Financial Management
Non-accredited management courses
Supervisory Development Programme

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Foundation Programme
HUMAN RESOURCES TRAINING
Performance Management
Disciplinary Procedure/Conducting Disciplinary Hearing
Talent Management
Industrial and Labour Relations Management
Learning and Development
Train-the-Trainer
Wellness Committee Training
FINANCE AND ACCOUNTING TRAINING
Finance for Non-Financial Managers
Enterprise Risk Management
PROJECT MANAGEMENT TRAINING
Monitoring and Evaluation
Project Management
Business Process Management/ Business Process Re-Engineering
INFORMATION TECHNOLOGY TRAINING
Microsoft Excel (Basic)
Microsoft Excel (Intermediate)
Microsoft Excel (Advanced)
Microsoft PowerPoint (Basic)
Microsoft PowerPoint (Advanced)
Cyber Security
RESEARCH
Research Methods
ARCHIVES AND RECORDS MANAGEMENT
Records Management
HEALTH AND SAFETY MANAGEMENT TRAINING
Occupational Health and Safety Management
Cleaning and House Keeping
Disaster Risk Reduction and Climate Change Adaptation
CLIENT RELATIONS TRAININGS
Communications Skills
Customer Care
Presentation Skills
OFFICE ADMINISTRATION TRAINING
Business Writing Skills
Mastering Secretarial Skills
Time Management and Productivity

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