



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 material developers to assist with the design and development of material for NIPAM's training programmes and courses. 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. Hence, the Institute is looking for the following course team for material development:

- Course Writers
- Content Editors
- Language Editor
- Instructional Designers
- Graphic Designers
- Quality Reviewers.

The training programmes and courses identified for material design and development are reflected in **ANNEXURE A** herewith attached.

KEY REQUIREMENTS

- An in-depth knowledge in public administration, instructional design, content creation, or graphic design with a focus on the public sector.
- A minimum of seven (7) years proven and practical experience in designing, writing, editing, or reviewing educational materials with proficiency in tools like instructional design software, graphic design programmes, and learning management systems (LMS).
- Excellent written and verbal communication skills.
- High level of accuracy and quality control, ensuring content and materials meet NIPAM's standards and learning objectives.
- Ability to develop engaging, innovative, and visually appealing learning solutions tailored to diverse public sector audiences.
- Ability to work in a team environment, meet deadlines, and adapt to changing project needs while maintaining a strong commitment to excellence.

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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ACADEMIC QUALIFICATIONS

- A Bachelor's Degree (NQF Level 7), 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 be an added advantage.

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

visit: www.nipam.na | Closing date: 18 February 2025 at 12:00pm

If not contacted, consider your application unsuccessful.

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ANNEXURE A

TRAINING PROGRAMMES AND COURSES IDENTIFIED FOR MATERIAL DESIGN AND DEVELOPMENT
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

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Non-accredited management courses
Supervisory Development Programme
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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