

EXTERNAL ADVERTISEMENT

eLEARNING OFFICER - 12 MONTHS FIXED TERM CONTRACT

The incumbent will report to the Director Academic Affairs.

PRIMARY PURPOSE

To lead and support the development, implementation, and continuous improvement of eLearning initiatives at NIPAM. The eLearning Officer provides expert support to the Academic Business Centre in designing, developing, and revising eLearning courses. The role ensures effective administration and utilisation of the Learning Management System (LMS), facilitates training for staff and users, and develops digital learning content aligned with institutional goals and national standards.

KEY PERFORMANCE AREAS

- eLearning strategy & policy implementation
- LMS administration and support
- Training
- eLearning content development
- Learning analytics and reporting
- Monitoring and evaluation of eLearning programmes

QUALIFICATIONS AND EXPERIENCE

Minimum Qualification and Experience

- A Bachelor's Degree in Information Technology or Education or relevant qualification (National Qualification Framework Level 7)
- Minimum experience of 5 years in eLearning development and online courses facilitation

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).

Directors: Amb. Emilia Mkusa (Chairperson), Evelyn Zimba Naris (Vice-Chairperson), Petrus T. Nevonga, Dr Delvaline Mowes, Matthew Gowaseb, Emmanuel S. Masule, Magreth Mengo, Jan J. Nitschke, Morien Kambala, Michael Mutonga

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

All official correspondence should be addressed to the Executive Director

Note: All foreign 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 **17 October 2025 at 16:00**. Applications should be delivered to:

Namibia Institute of Public Administration and Management (NIPAM)
27 Paul Nash Street
Olympia
Windhoek

No email applications will be accepted.

Only shortlisted candidates will be contacted, and no documents will be returned.

Directors: Amb. Emilia Mkusa (Chairperson), Evelyn Zimba Naris (Vice-Chairperson), Petrus T. Nevonga, Dr Delvaline Mowes, Matthew Gowaseb, Emmanuel S. Masule, Magreth Mengo, Jan J. Nitschke, Morien Kambala, Michael Mutonga

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

All official correspondence should be addressed to the Executive Director