BULLETIN

NIPAM

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Welcome

Welcome to the October edition of our Newsletter, the monthly update on the programmes, achievements, and stakeholder engagements.

This month, we continued to advance our commitment to strengthening public sector capacity through targeted training programmes designed to enhance knowledge, develop professional skills, and promote effective service delivery. From embracing technological innovation through Artificial Intelligence (AI) training to strengthening financial accountability through International Public Sector Accounting Standards (IPSAS), our programmes continue to respond to the evolving needs of the public service.

In this edition, we bring you highlights from the training activities, insights from trainees, and updates on initiatives that continue to shape the public sector. Join us as we reflect on another month of learning, collaboration, and progress towards a more efficient, responsive, and professional public service.



NIPAM
Namibia Institute of Public Administration and Management

Prime Minister's Charity Foundation

Gala Dinner

Theme: Partnerships that Empower, Action that Transforms

NIPAM Campus, 27 Paul Nash Str, Olympia

Formal Dress ◆ Charity Pledge

Tables are reserved according to institution.

All guests to be seated by 17h45

Rt. Hon. Dr. Tjitunga Elijah Ngurare

27 November 2026

Save the date.

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Training Highlights

This month, we trained a total number of two-hundred and six (260) officials from various public and private institutions. Training activities covered key areas such as financial management, digital skills, leadership, governance, and professional conduct. Trainees took part in programmes designed to address workplace challenges, promote accountability, and improve institutional effectiveness.

Through these initiatives, we remain committed to equipping professionals with the competencies required to respond to the changing demands of the workplace and contribute meaningfully to improved public service delivery.

Here are some of the key training activities that took place during the month.



Diplomacy, Protocol and Etiquette Training

From 05 to 09 October 2026, eleven (11) councillors from Oshikoto Regional Council attended the Diplomacy, Protocol and Etiquette Training.

The training focused on state protocol principles, knowledge of the flag protocol, and helping the honourable councillors understand state and diplomatic ceremonies.

The training also assisted the councillors in identifying titles and forms of address, among other topics discussed. Mr. Silvenus Lubasi facilitated the training



Training Highlights cont.



Artificial Intelligence Training

From 05 to 09 October 2026, twenty-one (21) officials from various institutions attended the Artificial Intelligence (AI) training.

The training focused on enhancing productivity, improving communication, supporting informed decision-making, and promoting innovation in public service delivery.

Through this initiative, NIPAM continues to promote digital transformation and equip public and private-sector officials with the skills needed to adapt to emerging technologies and the evolving demands of the modern workplace. Deon Bernard facilitated the training.

Training Highlights cont.



Monitoring and Evaluation Training

From 05 to 09 October 2026, seven (07) fourteen (14) officials from the Ministry of Education, Innovation, Youth, Sports, Arts and Culture attended the Monitoring and Evaluation Practitioners training.

This programme provided the trainees with a step-by-step guide in monitoring and evaluating projects and adapting them when necessary.

The training being facilitated by Ms Margret Nashandi

Financial Literacy and Stress Management Training

From 05 to 09 October 2026, fourteen (14) officials from the National Council attended the Financial Literacy and Stress Management Training in Swakopmund.

The training aimed to equip trainees with essential financial management skills to make informed financial decisions, manage personal finances responsibly, and plan for a more secure financial future.

It also focused on stress management techniques to help trainees cope with workplace and personal pressures, promote emotional well-being, and improve productivity.

The training was facilitated by Mr. Joubert Tawana



Communication Skills Training

From 12 to 16 October 2026, thirteen (13) officials from the Ministry of Education, Innovation, Youth, Sports, Arts and Culture attended the Communication Skills Training.

The training aimed to enhance trainees' communication skills by equipping them with practical techniques for effective verbal and written communication, active listening, interpersonal relations, and professional interaction.

These skills are essential for promoting teamwork, strengthening workplace relationships, and ensuring clear and effective information sharing.

The training was facilitated by Mrs. Surihe Gaomas-Guchu





Windhoek Vocational Training Centre Board Induction Training

From 14 to 15 October 2026, seven (07) officials who were appointed board members for Windhoek Vocational Training Centre (WVTC) attended the Board Induction training.

The training aims to familiarise board members with their roles, responsibilities, and governance principles to strengthen effective leadership, accountability, and decision-making thereby improving institutional performance.

The training is facilitated by Ms Talita Horn

Boxing Board Induction Training

From 13 to 15 October 2026, six (6) members of the Namibia Professional Boxing and Wrestling Control Board (NPBWCB) attended the Board Induction Training.

The training is designed to strengthen the members' understanding of board governance, roles and responsibilities, and effective decision-making to support professional boxing in the country.

The training was facilitated by Mr Mathew Haikali



Seaflower Board Induction Training

From 14 to 15 October nine (09) officials appointed to serve as Seaflower board members attended the Board Induction training.

The training aimed to equip board members with the knowledge and skills required to understand their roles, responsibilities, and governance obligations. It also focused on strengthening their understanding of corporate governance, strategic leadership, accountability, and effective decision-making to support the board in fulfilling its mandate.

This programme is designed to empower board members with the competencies needed to promote good governance, transparency, and effective organisational performance.

The training was facilitated by Mr Justus Tjituka



Training Highlights cont.



Microsoft Excel Training

From 19 to 23 October 2026, ten (10) officials from the Ministry of Education, Innovation, Youth, Sports, Arts and Culture attended the Microsoft Excel Training.

The training aimed to equip trainees with practical skills in data management, including text conversion, data validation and consolidation, creating and managing macros, and importing and exporting data.



Disciplinary Procedure

From 19 October 2026, seven (7) officials from the Ministry of Education, Innovation, Youth, Sports, Arts and Culture and the Ministry of Finance are attending the Disciplinary Hearing Training.

The training aims to equip trainees with an understanding of the legal framework governing disciplinary procedures in the Public Service. It also focuses on identifying different types of misconduct, determining appropriate disciplinary actions, and understanding the procedures to be followed during disciplinary hearings, among other key topics.

Microsoft Excel (Basic) Training

From 26 to 30 October 2026, six (6) officials from the Ministry of Agriculture, Fisheries, Water and Land Reform and Erongo Regional Council attended the Microsoft Excel (Basic) Training at NIPAM.

The training aims to equip trainees with essential skills in Microsoft Excel 2016, including creating basic worksheets, performing calculations, modifying worksheets, formatting data, and managing Excel workbooks. These skills are intended to improve participants' efficiency and accuracy in handling data and performing daily work-related tasks. The training was facilitated by Ms Albertina Shilongo.

Finance for Non-Financial Managers Training

From 28 to 30 October 2026, seventeen (17) officials from Ondangwa and Oniipa Town Councils attended the Finance for Non-Financial Managers Training in Ondangwa.

The training aims to equip trainees with essential financial management and accounting skills. It covers basic financial and accounting terminology, the preparation of business unit, household, and personal financial statements, and the analysis of financial performance using financial ratios.

Trainees also gain an understanding of the Government budget cycle, learn how to prepare departmental and personal budgets, and develop the skills needed to cost projects effectively. The training was facilitated by Mr Jourbet Tawana.

Prime Minister Charity Foundation: October 2026 Implementation

In October 2026, NIPAM continued to implement training programmes under the Prime Minister Charity Foundation, equipping one-hundred and thirty (130) local authority officials with skills to lead and serve their communities more effectively.

During the month, officials from various local authorities benefited from the Foundation's support.

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Highlights of the Month



Risk Management Training

From 15 to 16 October 2026, twenty-one (21) officials from various institutions attended the Risk Management Training in Walvis Bay.

The training aimed to equip trainees with practical skills required to identify, assess, manage and mitigate risks within their organisations. It focused on how organisations apply strategic, project and operational risk management to support effective decision-making and achieve institutional objectives.

Trainees explored key risk management concepts, including organisational risk positions, risk appetite and risk tolerance. The training also touched risk assessment and response techniques, risk modelling methods and their limitations, as well as the influence of internal organisational culture and external environments on effective risk management programmes.

Mr. Bryan Kandiriomuini facilitated the training

Strategic Management Training

From 28 September to 2 October 2026, twenty-two (22) officials, including Chief Executive Officers and Councillors from Eenhana Town Council, Aranos Town Council, Kalkrand Village Council and Outjo Municipality attended the Strategic Management Training at NIPAM.

The training forms part of the implementation of the Prime Minister's Charity Foundation, which aims to strengthen and capacitate local authorities to improve institutional performance and deliver better and more effective services to the public.

The programme focused on strengthening trainees' understanding of strategic management and equipping them with practical knowledge and tools to support effective planning, decision-making, leadership and organisational performance.

The training was facilitated by Ms. Christine Nesongano.







International Public Sector Accounting Standards (IPSAS) Training

From 12 to 16 October 2026, eighty-six (86) accountants and financial managers from various local authorities are attending the International Public Sector Accounting Standards (IPSAS) Training.

The training, conducted as part of the Prime Minister's Charity Foundation initiative, aims to strengthen trainees' knowledge and skills in financial management, transparency and accountability to promote effective financial governance and improved public service delivery

The training was facilitated by Mr Phillip Kucherera.



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Interviews

As part of our commitment to understand the impact of our training programmes, NIPAM engages with trainees to hear their experiences, key lessons, and how they intend to apply their newly acquired skills in the workplace.

Through these trainee interviews, participants share their perspectives on the training programmes, highlighting the knowledge gained, practical experiences, and value they derived from their time at NIPAM.

Their reflections provide valuable insights into how NIPAM's capacity building initiatives contribute to professional development and improved workplace performance.



Aranos Town Council CEO urges local authorities to attend NIPAM training to improve service delivery

Aranos Town Council Chief Executive Officer, Mr Gerson Tjitaura, has urged officials from local authorities across the country to take advantage of training opportunities offered by NIPAM to strengthen their capacity and improve service delivery to communities.

Mr Tjitaura was among 22 officials, including chief executive officers and councillors from various local authorities, who attended the Strategic Management Training at NIPAM from 28 September to 2 October 2026. The training forms part of the implementation of the Prime Minister's Charity Foundation initiative, which seeks to strengthen and capacitate local authorities to improve institutional performance and deliver more effective services to the public.

The initiative demonstrates the importance of investing in the skills and knowledge of local authority officials to enhance strategic leadership, strengthen institutional management and promote efficient service delivery.

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Conclusion

As October comes to an end, NIPAM remains committed to strengthening public sector capacity through quality training, research, and consultancy services. Throughout the month, the Institute continued to equip officials from various public and private institutions with the knowledge, skills, and competencies needed to enhance professional performance, strengthen institutional effectiveness, and improve service delivery.

Through its diverse training programmes, stakeholder engagements, and capacity-building initiatives, NIPAM continues to play a vital role in developing a competent, ethical, and results-driven public service.

We extend our appreciation to all our trainees, facilitators, partner institutions, and stakeholders for their continued trust and collaboration. As we look ahead to November, NIPAM remains dedicated to empowering individuals and institutions to achieve excellence and contribute to Namibia's development.

Together, we continue to build capacity, strengthen institutions, and improve lives.



NIPAM – Shaping the Future of Public Sector Excellence!

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Upcoming Training

November - December

Course	Dates		Cost	Town	Cost
	Nov	Dec			
ARCHIVES AND RECORD MANAGEMENT					
Record Management	02 - 06		N$ 5 100.00		
CLIENT RELATIONS					
Customer Care	16 - 20		N$ 5 100.00		
Presentation Skills	30 -	04	N$ 5 100.00		
Public Speaking		02 - 04	N$ 4 500.00		
FINANCE AND ACCOUNTING					
Finance for Non-Financial Managers	16 - 18		N$ 3 200.00		
HEALTH AND SAFETY MANAGEMENT					
Cleaning and House Keeping	10 - 14		N$ 4 500.00		
Disaster Risk Reduction and Climate Change	17 - 21		N$ 5 500.00		
Basic First Aid		02 - 04	N$ 4 500.00		
HUMAN RESOURCES					
Industrial and Labour Relations Management	30 -	04	N$ 5 500.00		
Performance Management	09 - 13		N$ 5 500.00	Keetmanshoop	N$ 6 600.00
Talent Management	02 - 06		N$ 5 500.00		
INFORMATION TECHNOLOGY					
Artificial Intelligence (AI)	30 -	04	N$ 5 500.00		
Digitilisation	23 - 27		N$ 5 100.00		
Microsoft Excel (Intermediate)	23 - 27 10 - 14		N$ 4 500.00	Mariental	N$ 6 500.00
Microsoft PowerPoint (Advanced)	18 - 20		N$ 5 100.00		
LEADERSHIP AND MANAGEMENT					
Corporate Governance	23 - 25		N$ 6 000.00		
Culture Change for Public Servants	02 - 06		N$ 5 100.00	Katima Mulilo	N$ 6 120.00
Leadership and Change Management	23 - 27		N$ 5 500.00		
Standing Rules and Orders for Regional Councils	16 - 20		N$ 6 000.00		
MANAGEMENT DEVELOPMENT PROGRAMMES					
Foundation Programme	02 - 06		N$ 4 500.00		
OFFICE ADMINISTRATION PROGRAMMES					
Business Writing Skills	16 - 20		N$ 5 100.00	Gobabis	N$ 6 120.00
Time Management and Productivity	30 -	04	N$ 5 500.00		
PROJECT MANAGEMENT					
Business Process Re-engineering		14 - 18	N$ 5 500.00		
Project Management	10 - 14		N$ 5 500.00		
PROPERTY MANAGEMENT					
Leasing and Letting Certificate	09 - 10	08 - 09	TBD	TBD	TBD
Property Portfolio Management Certificate	02 - 04	01 - 03	TBD	TBD	TBD
Sectional Title Management Certificate	05 - 06	04 & 07	TBD	TBD	TBD
REGIONAL AND LOCAL GOVERNMENT					
Formulating Administrative Policies	23 - 27		N$ 5 500.00		
Solid Waste Management		14 - 18	N$ 5 100.00		
Writing Standards and Operating Procedures	23 - 27		N$ 5 100.00		
RESEARCH					
Research Methodology	23 - 27		N$ 5 500.00		