



NIPAM

NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

The Namibia Institute of Public Administration and Management (NIPAM) is a state-owned enterprise established by the Namibia Institute of Public Administration and Management Act, 2010, (Act no.10 of 2010). NIPAM's mission is to transform the Public Sector of Namibia into an efficient, effective and accountable system through training, operational research, capacity evaluation, consultancy and strategic partnerships.

VACANCIES

POSITION:	RESEARCH AND CAPACITY EVALUATION INTERNS X 6
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THE INCUMBENTS WILL REPORT TO THE MANAGER: RESEARCH & CAPACITY EVALUATION.

A. PRIMARY PURPOSE

To conduct research and capacity evaluation interventions to support national development through the research agenda of GRN.

B. KEY PERFORMANCE AREAS

Business Centre Strategy

- Participates in determining key research undertakings for the Centre in various entities and in multiple areas.
- Contributes to the process of identifying specific research interventions for the unifies public services.

Lecturing, Facilitation & Training

- When necessary, assists in providing training to foster a sense of purpose, values, and traditions of a public service which serves the people of Namibia and promotes their welfare and lawful interests as and when required in the area of expertise.

Research

- Provide evidence-based inputs and knowledge sharing and enquiry on subjects of medium to high complexity in support of national development imperatives.
- Contributes to the conducting of in-depth research studies on subject matter to be considered for training delivery – broader and deeper than training material.
- Assists in preparing professional research proposals for clientele group in the drive to support the development of a new generation of public service managers with the capacity to implement and manage public policies in order to accelerate rural and community development.

- Assists in conducting studies into the mobility of public servants for their appointment, promotion or transfer of persons in or to the public service.
- Assists in conducting research on required and best-fit interventions in order to foster a sense of purpose, values, and traditions of a public service which serves the people of Namibia and promotes their welfare and lawful interests.
- Participates in research interventions which are analytical, creative, advisory, and are geared towards the development of people at individual, organisational and national level to support the formulation of citizen centric, efficient and effective policies and programmes.
- Contributes towards a culture of continuous research and learning in the public sector.
- In the absence of adequate internal capacity, assist the Manager in identifying and request resources from the NIPAM resource pool.
- Provides assistance to all internal and external staff / resource pool regarding assigned research and tasks.
- Assists in training and development as and when required.

Assistance to quality improvement

- Participates in the development and implementation of the business centre plan, key research undertakings.
- Provides assistance in designing research proposals for various cases to be investigated.
- Assists the Business Centre in the selection and evaluation of research cases.
- Participates in business centre day to day operations.
- Participates in short, medium and long-term research.
- Assesses and evaluates the impact of the research undertaken.
- Ensures that all research interventions are documented and recommends areas for improvement and further research.

Minimum Qualifications and Experience

- Honours Degree in Public Administration and Management/ Economics/ Gender and development Studies/ Public Sector Innovation/ Public Policy Analysis/ Policy Development.
- NQF Level 8.

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).

Applications should include a Curriculum Vitae, Certified copies of qualifications, transcript and Identification document or passport.

The closing date for applications is **19 November 2021** at 16:00 PM. Applications should be emailed to recruitment@nipam.na.