



GRADUATE SCHOOL OF BUSINESS

1 X FULL PROFESSOR

1 X ASSOCIATE PROFESSOR

1 X SENIOR LECTURER

(FINANCE, MANAGEMENT OR PUBLIC SECTOR MANAGEMENT)

PURPOSE OF THE JOB

- To teach and supervise postgraduate students; Research and publication; write research grants/consultancy/external funding.

DUTIES AND RESPONSIBILITIES

- Develop and teach postgraduate and executive courses in the areas of Finance, Management, or Public sector management.
- Supervise postgraduate research students/projects.
- Undertake scholarly research individually or in collaboration with others.
- Participate in professional and social engagement.
- Provide academic leadership in teaching, research, professional service and engagement.
- Write and attract consultancy and/or funding, and
- Perform duties or responsibilities at the Departmental, Faculty/School and University level assigned by the Head of Department/Dean/Director.

EDUCATIONAL REQUIREMENTS

- Doctoral degree in Finance, Management, or Public sector management.

REQUIREMENTS FOR SENIOR LECTURER

- At least 3 years relevant teaching experience at a university or comparable institution; a minimum of 10 research products (e.g. articles, book chapters, peer reviewed conference proceedings, etc.) published by recognized publishers. 6 of these must be articles in refereed/accredited journals in internationally recognized indexing databases. The remaining 4 publications could be, book chapters, peer reviewed conference proceedings, etc. published by recognized publishers; Evidence of mentorship/supervision of early career scholars/graduate students; recognizable research impact, including but not limited to citations, the h-index, patents, policy applications, peer reviews, publications that are prescribed texts in other institutions.

REQUIREMENTS FOR ASSOCIATE PROFESSOR

- At least 6 years relevant teaching experience at a university or comparable institution; a minimum of 15 research products (e.g. articles, book chapters, peer reviewed conference proceedings, etc.) published by recognized publishers. 10 of these must be articles in refereed/accredited journals in internationally recognized indexing databases. The remaining 5 publications could be, book chapters, peer reviewed conference proceedings, etc. published by recognized publishers; Evidence of mentorship/supervision of early career scholars/graduate students; recognizable research impact, including but not limited to citations, the h-index, patents, policy applications, peer reviews, publications that are prescribed texts in other institutions.

REQUIREMENTS FOR PROFESSOR

At least nine (9) years relevant teaching experience at a university or comparable institution; (iii) have a minimum of twenty-four (25) pieces of research products (e.g. articles, book chapters, peer reviewed conference proceedings, etc.) published by recognized publishers. Twelve (15) of these must be articles in refereed/accredited journals in internationally recognized indexing databases. The remaining twelve (10) publications could be journal articles, book chapters, peer reviewed conference proceedings, etc. published by recognized publishers; Evidence of mentorship/supervision of early career scholars/graduate students; recognizable research impact, including but not limited to citations, the h-index, patents, policy applications, peer reviews, publications that are prescribed texts in other institutions.

ADDED ADVANTAGES

- Participation or through knowledge and understanding of the process of accreditation of a Business school. Evidence of research awards and other forms of research recognition, will be an added advantage.

ADDITIONAL INFORMATION

- The curriculum vitae should contain a detailed list of published works, clearly specifying titles of publications, ISBN numbers (for books, book chapters and conference proceedings), dates of publications, names of publishers, name/s of co-authors if any and number of pages. The works should be categorized into books, book chapters, refereed journals, non-refereed works, consultancies and practical media projects etc.

FACULTY OF INFORMATION & COMMUNICATION TECHNOLOGY

DORADO CAMPUS

1 X SENIOR LECTURER (ICT)

DUTIES AND RESPONSIBILITIES

- Teaching at postgraduate PhD and masters' level in IT.
- Supervise research, and undertake research and other tasks related to these positions at postgraduate level.
- Curriculum Development.
- Maintenance and improvement of academic standards.

REQUIREMENTS

- PhD in Computer Science/Software Engineering/ IT/BIS or related field.
- Five (5) or more years of experience teaching at university level.
- Publications in refereed journals.
- Strong computer programming skills and proficiency in most IT/Computer languages.



**FACULTY OF BUSINESS ADMINISTRATION
(DEPARTMENT ACCOUNTING & FINANCE)
DORADO CAMPUS**

1 X LECTURER (ACCOUNTING & FINANCE)

DUTIES AND RESPONSIBILITIES

- Lecture, lead and stimulate learning in Accounting and Finance.
- Engage in public training and supervise research projects.
- Maintenance and improvement of academic standards.
- Curriculum development.

REQUIREMENTS

- A Masters Degree in Accounting and Finance or equivalent.
- Three (3) years of experience and publications.
- A relevant PhD will be an advantage.
- Must be computer literate.

DORADO CAMPUS

1 X DEAN OF STUDENTS

DUTIES AND RESPONSIBILITIES

- Supervise different student activities/affairs.
- Serve as the link between faculty, management and students.
- Plan, organize and direct university activities related to students and life around campus.
- Serve as the point of information for students at the university.
- Departmental effectiveness.
- Coordinate and control of student affairs.
- Promote the institution's national and international image.
- Participate in various committee meetings & prepare weekly, monthly and annual reports for management.
- Perform any other related duty assigned by management.

REQUIREMENTS

- Masters degree in a relevant subject discipline, i.e. education, social sciences, administration, management and communication.
- A relevant PhD will be an advantage.
- At least a minimum of three years in a similar or related position.

**FACULTY OF EDUCATION
DORADO CAMPUS**

1 X ASSISTANT FACULTY OFFICER

DUTIES AND RESPONSIBILITIES

- Serve as a point of liaison with the Office of the Registrar and the Faculty of Education in respect of teaching and assessment including time-tabling.
- Create and maintain a list of examiners/examination setters and moderators across campuses.
- Serve as point of liaison with HODs, Faculty Administrator, SBS Coordinator, Campus Directors and external examiners.
- Responsible for liaison with admissions office regarding arrangements for applicant interviews (where applicable) RPL, mature age entry, yearly admission quotas.
- Communicate the Faculty and academic calendar dates timeously to faculty.
- Administer Quality Assurance processes, including collecting and collating modules outlines etc.
- Process part-time lecturers' claims, SBS claims and ad hoc claims.
- Assist with planning of field work, excursions, simulation facilities, research activities, seminars.
- Coordinate the implementation of Faculty policies such as teaching and learning policy; SBS policy, practical subjects policy etc.
- Monitor lecturers' workload and allocation of tasks.
- Serve as referral point for staff/students, in order to resolve any student-related and time-tabling queries and report to the Faculty Dean.

REQUIREMENTS

A relevant Bachelor's degree preferably in education / business management or equivalent qualification.

**ICT SERVICES DIRECTORATE
COASTAL, NKURENKURU AND ONGWEDIVA CAMPUSES**

3 X NETWORK & SYSTEMS ADMINISTRATOR

DUTIES AND RESPONSIBILITIES

- Install, configure, test and maintain servers, and related networking equipment.
- Perform all critical backups and secure data according to university policy.
- Install security updates on servers, printers, and related networking equipment.
- IT infrastructure recovery to functional state of all university ICT infrastructures affected.
- Troubleshooting by understanding the systems setup and configurations.
- Configurations of the firewalls and their red devices, blocking access to hackers and deleting open ports and IPs to everyone.
- Provide support to operational staff, students and clients as needed.

REQUIREMENTS

A recognized qualification in Computer Science, Information Technology, Business Intelligence Systems or equivalent with at least 5 years' experience.

**TRANSPORT DEPARTMENT
DORADO CAMPUS**

1 X GROUP TRANSPORT MANAGER

DUTIES AND RESPONSIBILITIES

- Coordinate and manage all the operational aspects of the university transport system.
- Communicate effectively with students/staff and clients and responding to their needs.
- Monitor repairs; maintain and service all university vehicles.
- Maintain accurate vehicle records, including licensing of vehicles.
- Liaise with the transport sector in order to develop transport relationships.
- Advice management on all transport related matters.
- Assist in the identification and implementation of continuous improvement and customer satisfaction opportunities.
- Supervise all university drivers responsible for the various vehicles.
- Provide support services including transport security.

REQUIREMENTS

- A Bachelors Degree in Transport Economics/Business Administration or any other relevant professional qualification with 5 years appropriate experience.

**TRANSPORT DEPARTMENT
DORADO CAMPUS**

1 X BUS DRIVER

DUTIES AND RESPONSIBILITIES

- Carry out driving duties for the university.
- Perform daily inspection on assigned vehicle before commencement of at end of shift.
- Complete the prescribed vehicle check list for the vehicle daily checks/inspections before commencement and at end of shift.
- Check oil and water gauges and refuels vehicle as and when necessary.
- Transport officials/staff members/students and goods to and from destinations as authorized.
- Record and report all defects detected on the vehicle during daily checks/inspections to the Transport Manager.
- Keep the assigned vehicle clean and tidy and ensures that it is in serviceable condition.
- Maintain correct and accurate daily mileage logbook.
- Perform minor repair and maintenance work on the vehicle.
- Safe-keep the assigned vehicle.

REQUIREMENTS

- A Grade 10 Certificate plus a valid BE (code 08) driving licence with five years of driving experience.

CENTRE OF EXCELLENCE FOR EDUCATION
ONGWEDIVA

1 X CENTRE DEPUTY DIRECTOR

Under the overall supervision of the Vice-Chancellor, the Deputy Director will directly report to the Campus Director.

DUTIES AND RESPONSIBILITIES

- Deputise the Campus Director and assists in co-ordinating and providing leadership for the implementation of policies and strategies for the management of the centre.
- Monitor and advice on the correct interpretation and application of operational policies and procedures to ensure conformity and uniformity.
- Advice management on implementation of processes and systems, to ensure effectiveness and efficiency of the centre.
- Advice on changes affecting operations of the centre processes and systems, to ensure effectiveness and efficiency.
- Provide centre statistical and informative reports to Management for decision making.
- Assist with coordination of the activities of the centre and make sure that academic methods and standards at the centre conform to those of the main campus in Windhoek.
- Maintain constant communication between the centre and Head Office ensuring that communication channels are followed properly, recorded and filed.
- Assist with the coordination and exercise of control over the preparation of the centre monthly and annual reports ensuring the reports are timely forwarded to Head Office.
- Perform any other related duties assigned from time to time by management.

REQUIREMENTS

- Must have a PhD in Business Administration/Management.
- Must have five (5) year management experience.
- Must be computer literate.

CENTRE OF EXCELLENCE FOR EDUCATION
ONGWEDIVA

**3 X SENIOR LECTURER (EDUCATIONAL LEADERSHIP &
MANAGEMENT)**

DUTIES AND RESPONSIBILITIES

- Teaching and supervision of students research projects.
- To contribute to the management, administration and School Based Studies (SBS) activities.
- To contribute to the development of course content materials for blended learning.
- To set, mark and moderate work/assessment as required.
- To participate in and contribute to research and scholarly activity.
- To take a role in sustaining and developing the activities of the School in relation to teaching and/or research and consultancy.
- To support the development of all aspects of the student experience.
- Maintenance and improvement of academic standards.

REQUIREMENTS

- Must have a PhD in Education.
- Must have three (3) year teaching/lecturing experience.
- A background experience in Educational technology will be an advantage.
- Must be computer literate.

REMUNERATION PACKAGE

The Institution offers a competitive remuneration package commensurate with the incumbent's qualifications including a Pension Scheme and Medical Aid. Preference will be given to suitably qualified Namibian Citizens and to designated categories as prescribed by the Namibian Affirmative Action (Employment) Act especially people living with disabilities. Please forward your CV, copies of qualifications, transcripts and application documents including the NQA evaluation for foreign qualifications to:

The Director: Human Resources, Private Bag 14005, Bachbrecht, Windhoek or
e-mail to recruitment@ium.edu.na

Only short listed candidates will be notified and no CV's and documentation will be returned.

Closing date: 15 October 2021