

POLYTECHNIC OF NAMIBIA

LEADERSHIP | TECHNOLOGY | ENTREPRENEURSHIP | INNOVATION

VACANCIES

OFFICE OF THE REGISTRAR

Contact: Mr. Khumalo Kapelwa at tel: +264 61 207-2082 or e-mail: kkapelwa@polytechnic.edu.na

Senior Faculty Officer

Requirements

A National Diploma with at least five years experience in faculty administration. A four-year Degree will be an advantage. Experience in a supervisory position will be an advantage. Sound administrative and organisational skills. Good communication, writing and computer skills. Knowledge of the Integrated Tertiary Software (ITS) or another campus management system is very important.

Job Description

The incumbent will be required to coordinate and manage all faculty administration functions as follow: set-up and maintain ITS sub-systems and controls; assist in the development and maintenance of an annual student recruitment and enrolment plan; ensure the effective implementation of the recruitment plan; facilitate and control the application and admission process of students; facilitate and control registration on the ITS system; ensure that the promotion process is done accurately; ensure that student cases are handled according to the rules; assist with management of staff; prepare departmental budget; and any other reasonable instruction requested by superior(s).

SCHOOL OF HEALTH AND APPLIED SCIENCES

Contact: Ms Monica Tjirare at tel: +264 61 207-2393 or e-mail: mtjirare@polytechnic.edu.na

Secretary

Requirements

Grade 12 or an equivalent qualification with four years relevant experience in Office Administration. A National Diploma in Secretarial Training will be an advantage. A typing speed of 50 words per minute; computer proficiency in Microsoft Word, Power Point and Excel; ability to prioritise without prejudice; good communication and writing skills; sound organisational skills and the ability to work independently.

Job Description

The incumbent will provide secretarial support to the Heads of Departments; maintain the diary and a good filing system; handle telephone calls and appointments; organise and take minutes at meetings, workshops and conferences; ensure the smooth functioning of the office and any other tasks delegated by the Heads of Departments.

Lab Assistant

Requirements

A Grade 12 with science related subjects. Working experience in a laboratory will be an advantage.

Job Description

The incumbent will be required to observe and maintain health and safety regulations in the laboratory; ensure the daily cleaning of the laboratory; and any other reasonable instruction requested by superior(s).

Only short-listed candidates will be contacted. No documents will be returned.

Closing date: 14 May 2010

Date of assumption of duties: As soon as possible

Fringe benefits: The Polytechnic offers competitive salaries and the following fringe benefits: *Pension Fund/Gratuity *Medical Aid Scheme *Annual Bonus *Home-ownership Scheme/Rental Allowance *General Leave Privileges *Relocation Expenses.

Application procedure: Applications in writing, accompanied by an updated curriculum vitae, giving full details of work experience and three referees, should be submitted to: The Manager: Human Resources, Polytechnic of Namibia, Private Bag 13388 or 13 Storch Street, Windhoek, NAMIBIA, fax +264-61 207-2444, or e-mail: hr@polytechnic.edu.na



Polytechnic of Namibia

• Tel: +264 61 207 9111 • www.polytechnic.edu.na



Opportunity awaits ...