

## VACANCY

### OFFICE OF THE RECTOR

**Contact:** Mr. Khumalo Kapelwa at tel: +264 61 207-2082 or e-mail: [kkapelwa@polytechnic.edu.na](mailto:kkapelwa@polytechnic.edu.na)

### DEPARTMENT: QUALITY ASSURANCE

#### Quality Assurance Coordinator

#### Requirements

A four-year Bachelor's degree or an equivalent qualification (at least 7 on the Namibian NQF) with at least three years experience in an industrial or educational quality assurance system. A Master's degree in a relevant discipline will be an advantage. Sound knowledge of the National Qualifications Frameworks (NQF's). Experience in curriculum development and higher education quality management systems will be an advantage. Sound communication and interpersonal skills as well as computer proficiency in MS Word and Excel.

#### Job Description

The incumbent will develop and implement the quality management system which includes: administrative and secretarial services to the Quality Assurance Committee; liaise with both the internal and external stakeholders with regard to all institutional quality management matters, e.g. programme reviews, institutional audits, student evaluations; and any other related duties as may be assigned from time to time.

**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 a 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](mailto:hr@polytechnic.edu.na)



Polytechnic of Namibia

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