

VACANCY

OFFICE OF THE RECTOR

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

DEPARTMENT: PLANNING AND INTERNATIONAL RELATIONS

International Relations Officer

Requirements

A Bachelor's degree or an equivalent qualification with four years relevant experience. Sound understanding of the importance and role of partnerships in institutions of higher learning. Excellent interpersonal, communication and organisational skills. Advanced computer literacy, sensitivity to cultural diversity and the ability to work under pressure. Commitment to work with local and international partners to promote the Polytechnic as an international university.

Job Description

The incumbent will: assist the Director: Planning and International Relations with the implementation of the institution's international strategy, the implementation and maintenance of annual internationalisation plans of the relevant schools; ensure all departments have benchmarking agreements; coordinate programs pertaining to student and staff exchanges and internships; host international visitors and visiting scholars; prepare quarterly progress reports; develop weekly articles; maintain departmental website; assist Schools with the organisation of conferences and workshops; and perform any other duty as may be assigned by the Director.

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

Closing date: 23 April 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

