

Vacancies

WINDHOEK MAIN CAMPUS

FACULTY OF ECONOMICS AND MANAGEMENT SCIENCE DEPARTMENT OF ACCOUNTING, AUDITING AND INCOME TAX LECTURER

Requirements: M Sc degree or CA (South African or Namibian) with at least 3 (three) years experience, a satisfactory record of teaching, research, publication and service to the academic and wider community.

Job description: Lecture Accounting, Auditing and Income Tax to undergraduate students, engage in research and publication activities, provide service to the academic and wider community.

Contact person: Ms J Fillemon, Tel: 061 206 3078, Fax: 061 206 3843, jfillemon@unam.na

MULTIDISCIPLINARY RESEARCH CENTRE

SOCIAL SCIENCE DIVISION RESEARCHER

Requirements: Master's degree in Gender and Development with at least 3 (three) years teaching experience, a satisfactory record of teaching, research and publication and service to the academic and wider community. A PhD would be an advantage.

Job description: Develop a research agenda and coordinate the Gender programme, draft proposals for funding, supervise post graduate fellowships, contribute to teaching activities, perform any other duties as may be required.

SOCIAL SCIENCES DIVISION

SENIOR RESEARCHER

Requirements: A PhD in Agrarian or Land Issues with at least 3 (three) years teaching experience, a satisfactory record in teaching, research and publication and service to the academic and wider community.

Job description: Develop an inter-sectoral/disciplinary research programme and projects; develop research proposals and solicit research funds; formulate and implement a strategy for intensifying research on the economy of Namibia, regional development and cross-border trade; teach 20% of time in relevant areas; act as mentor for Researchers with less experience; Perform any other duties as may be required.

OFFICE OF THE BURSAR

ASSISTANT BURSAR: PROCUREMENT AND ASSETS

Requirement: A Bachelor's degree in Finance or Accounting with completed articles and at least 8 (eight) years experience of which 3 (three) should have been at managerial level. Good proficiency in oral and written English. Good computer literacy. An MBA would be an advantage.

Specifications: Provide effective and efficient management and leadership of the following functions: Procurement, inclusive of tendering process; assets, inventory; creditors; VAT and insurance. Monitor and control capital budget and capital projects.

Contact person: Ms C van Rooyen, Tel: 061 206 3285, Fax: 061 206 3843, crooyen@unam.na

OFFICE OF THE VICE-CHANCELLOR

INTERNAL AUDITOR (RISK MANAGEMENT)

Requirements: B degree in Auditing or Finance with specialized training in risk management with at least 3 (three) years experience in an auditing position.

Job description: Assist with identifying and evaluating the organization's risk areas, provide input to the development of the annual audit plan, assist with identifying the objectives and scope of reviews, perform audit procedures including identifying and defining issues, developing criteria, reviewing and analyzing evidence and documenting client processes and procedures, coordinate and facilitate the overall implementation of Risk Management, perform ad-hoc investigations, and perform any other duties as may be required.

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF INFORMATION AND COMMUNICATIONS STUDIES LECTURER

Requirements: Master's degree in Journalism or Electronic Media with at least 3 (three) years teaching experience, a satisfactory record of teaching, research and publication and service to the academic and wider community. A PhD would be a definite advantage.

Job description: Lecture at both undergraduate and post graduate level, develop new modules and programmes, assist with curriculum design, supervise students on professional practice, supervise research projects of post graduate students, engage in research, publication activities, provide service to the academic and wider community, and perform any other tasks as may be required.

UNAM FOUNDATION

DEVELOPMENT OFFICER: ALUMNI AND NETWORKING

Requirements: Bachelor of Business Administration with Marketing or Administration as major. Experience in fundraising and Desktop Publishing will be an added advantage.

Job description: Maintain Alumni database, ensure the delivery of Alumni Association objectives, strengthen and maintain relations with potential business personalities and former students, research, develop and implement effective marketing and networking plans, and perform any other duties as may be required.

ACCOUNTANT/BOOKKEEPER

Requirements: Bachelor's degree in Finance with at least 3 (three) years experience.

Job description: Ensure that annual audits are commissioned, issue Tax Donation Certificates, prepare monthly reports, administer allocation of student bursaries, reconcile student tuition accounts, provide donors with regular performance reports, interpret and apply all Donor and University policies and procedures relating to fund management, compile annual report on student bursaries, prepare Foundation Annual Report, process all receipts and payments, and perform any other duties as may be required.

Contact person: Ms Monica Evrard, Tel: 061 206 3102, Tel: 061 206 3843, mevrard@unam.na

FACULTY OF SCIENCE

DEPARTMENT OF PHYSICS

LECTURER

Requirements: Master's degree in Physics with at least 3 (three) years teaching experience, satisfactory record of teaching, research and publication and service to the academic and wider community. A PhD and experience in teaching entry level and intermediate level Electronics would be a definite advantage.

Job description: Teach at undergraduate and post graduate level, develop and write study material, supervise practical sessions, assist with curriculum review exercises, engage in research and publication activities, provide service to the academic and wider community, and perform any other duties as may be required.

FACULTY OF EDUCATION (Khomasdal campus)

DEPARTMENT OF MATHEMATICS, SCIENCE AND SPORT EDUCATION

LABORATORY TECHNICIAN

Requirements: B Sc degree with at least 2 (two) years experience in a Natural Science laboratory.

Job description: Procurement and preparation of chemicals, equipment and specimens, analysis of samples, assist students with laboratory work, assist Lecturers and students with research activities, and perform any other duties as may be required.

Contact person: Ms J Lawrence, Tel: 061 206 3103, Fax: 061 206 3843, jlawrence@unam.na

Date of assumption of duties: As soon as possible; **Closing date:** 7 May 2012; **Application procedures:** Prospective candidates should forward their completed CV and certified copies of all qualifications to: The Assistant Director - HR Services, University of Namibia, Private Bag 13301, Windhoek, Namibia.; **Benefits:** UNAM, as an equal opportunity employer, offers competitive remuneration including all benefits associated with an institute of higher learning. **Persons with disabilities are encouraged to apply.**
NB. Only Short listed candidates will be contacted and no personal documents will be returned.

Vacancies

Two Decades of Excellence

ONGWEDIVA CAMPUS

FACULTY OF ENGINEERING AND IT DEPARTMENT OF ELECTRICAL ENGINEERING SENIOR LECTURER

Requirements: PhD degree in Electrical or Electrical Power Engineering with at least 3 (three) years teaching experience at Lecturer level, satisfactory record of teaching, research and publication, and service to the academic and wider community.

Job Description: Teach at undergraduate level, engage in research and publication activities, provide service to the academic and wider community and perform any other duties as may be required.

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING LECTURER

Requirements: Master's degree in Civil or Environmental Engineering, with at least 3 (three) years teaching experience, satisfactory record of teaching, research and publication, and service to the academic and wider community.

Job Description: Teach at undergraduate level, engage in research and publication activities, provide service to the academic and wider community and perform any other duties as may be required

DEPARTMENT OF MINING AND METALLURGICAL ENGINEERING ASSOCIATE PROFESSOR

Requirements: PhD degree in Mining Engineering with at least three (3) years of service as Senior Lecturer, satisfactory record of teaching, research and publications, and service to the academic and wider community.

Job description: Teach at undergraduate level, engage in research and publication activities, provide service to the academic and wider community and perform any other duties as may be required

DEPARTMENT OF MECHANICAL AND INDUSTRIAL ENGINEERING SENIOR LECTURER

Requirements: PhD degree in Mechanical Engineering with specialization in Engineering Design or Thermo-fluids with at least 3 (three) years of service as Lecturer, satisfactory record of teaching, research and publication, and service to the academic and wider community

Job description: Teach at undergraduate level, engage in research and publication activities, provide service to the academic and wider community and perform any other duties as may be required

DEPARTMENT OF MINING AND METALLURGICAL ENGINEERING SENIOR LECTURER (METALLURGICAL ENGINEERING)

Requirements: PhD degree in Metallurgical Engineering with at least 3 (three) years of service as Lecturer, satisfactory record of teaching, research and publication, and service to the academic and wider community.

Job description: Teach at undergraduate level, engage in research and publication activities, provide service to the academic and wider community and perform any other duties as may be required

DEPARTMENT OF MINING AND METALLURGICAL ENGINEERING SENIOR LECTURER (MINING ENGINEERING)

Requirements: PhD degree in Mining Engineering with at least 3 (three) years of service as Lecturer, satisfactory record of teaching, research and publication, and service to the academic and wider community.

Job description: Teach at undergraduate level, engage in research and publication activities, provide service to the academic and wider community and perform any other duties as may be required.

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING TUTOR/STAFF DEVELOPMENT FELLOW

Requirements: Bachelor of Science degree in Civil or Environmental Engineering. The candidate must be willing to pursue postgraduate studies when the opportunity arises.

Job description: Assist in conducting tutorials and lab exercises under the supervision of a senior academic member of staff, assist in marking and grading students, and perform any other duties as may be required.

Contact Person: Ms Monica Tjirare, Tel: 065 232 4078, mtjirare@unam.na

OSHAKATI CAMPUS

DEAN OF STUDIES

Requirements: A PhD holder at Professor or Associate Professor level with at least 3 (three) years experience in teaching at tertiary level, programme

design, academic planning and administration and a satisfactory record of teaching, research and publication and service to the academic and wider community. In addition the applicant must be familiar with university regulations and directives regarding curriculum development. Candidates should ideally have a multi-disciplinary approach, team spirit and consultative skills, the ability to blend diverse disciplines into most appropriate discipline.

Job description: Work in collaboration with the Campus Director and report to the Pro-Vice Chancellor Academic Affairs and Research; assist UNAM Management with academic planning and implementation of programs at Oshakati Campus; integrate Oshakati campus with other UNAM establishments; promote and develop campus image in terms of education, training, research, publication and community service. Review and develop academic programmes, including post graduate training. Develop staff complement; perform any other duties as may be required.

HIFIKEPUNYE POHAMBA CAMPUS

FACULTY OF EDUCATION

DEPARTMENT OF MATHEMATICS, SCIENCE AND SPORT EDUC. LABORATORY TECHNICIAN

Requirements: B Sc degree with at least 2 (two) years experience in a Natural Science laboratory.

Job description: Procurement and preparation of chemicals, equipment and specimens, analysis of samples, assist students with laboratory work, assist Lecturers and students with research activities, and perform any other duties as may be required.

Contact person: Mr G Namwandi, Tel: 065 23 0001 gnamwandi@unam.na

KATIMA MULILO CAMPUS

FACULTY OF EDUCATION

DEPT. OF EARLY CHILDHOOD DEVELOPM. AND LOWER PRIMARY LECTURER

Requirements: Master's degree in Education with at least 3 (three) years teaching experience, satisfactory record of teaching, research and publication, and service to the academic and wider community.

Job description: Teach mathematics and English to BETD and B Ed students, engage in research and publication activities, provide service to the academic and wider community, and perform any other duties as may be required.

FACULTY OF AGRICULTURE AND NATURAL RESOURCES

DEPARTMENT OF INTEGRATED ENVIRONMENTAL SCIENCE

SENIOR LECTURER

Requirements: Master's degree in Plant Ecology or Botany with at least 3 (three) years teaching experience at Lecturer level, a satisfactory record of teaching, research and publication, and service to the academic and wider community. A PhD would be a definite advantage.

Job description: Teach at both undergraduate and post graduate level, engage in research and publication activities, provide service to the academic and wider community, and perform any other duties as may be required.

Contact person: Ms H Sezuni, Tel: 066 253 422, hsezuni@unam.na

OGONGO CAMPUS

FACULTY OF AGRICULTURE AND NATURAL RESOURCES

DEPARTMENT OF ANIMAL SCIENCE

LECTURER: ANIMAL SCIENCE

Requirements: M Sc degree in Animal Nutrition or Rangeland Management with at least 3 (three) years teaching experience and a satisfactory record of teaching, research, publication and service to the academic and wider community.

Job description: Lecture Nutrition, Range, Dairy production and Beef production to undergraduate students, engage in research and publication activities, provide service to the academic and wider community and perform any other duties as may be required.

Contact person: Mr R Cloete, Tel: 061 206 3105, Fax: 061 206 3843, rcloete@unam.na

Date of assumption of duties: As soon as possible; **Closing date:** 7 May 2012; **Application procedures:** Prospective candidates should forward their completed CV and certified copies of all qualifications to: The Assistant Director - HR Services, University of Namibia, Private Bag 13301, Windhoek, Namibia.; **Benefits:** UNAM, as an equal opportunity employer, offers competitive remuneration including all benefits associated with an institute of higher learning. **Persons with disabilities are encouraged to apply.**
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