

WE ARE HIRING

Office of the Vice-Chancellor

Executive Director: Office of the Vice-Chancellor

(5-year performance-based agreement)

The Executive Director is expected to provide exceptional strategic and senior executive leadership across the University's planning, corporate engagement, internationalisation, digital business transformation services, coordination of the Legal, Risk & Compliance, Internal Audit and Quality Management. As an Executive Director you will be responsible for the implementation of cross-functional Corporate Governance programs, policies, practices and services. In addition, the incumbent will also be required to coordinate performance management, budgeting and human capital management for units and staff members within the Office of the Vice-Chancellor.

Job Requirements and Competencies

- A relevant Master's degree (NQF Level 9) in Corporate Governance cross-functional areas such Corporate law, Business Management, Corporate Strategy and Quality Management, Information & Communication Technology, Corporate Engagement or related disciplines, with 8 years' of experience in corporate governance and related cross-functional areas such as; Information & Communications Technology, Corporate Strategy & Business Intelligence, Corporate Engagement & Internationalisation, Audit and Risk, Quality Management, of which five years must be in a senior leadership position.
- In-depth understanding of corporate governance, corporate strategy and key organisational and business processes.
- Knowledge of and insight into the higher education landscape nationally and internationally.
- Legal background combined with good IT skills, business intelligence and expertise in the management and implementation of systems and processes.

Key Performance Areas

- Provide leadership and management oversight to the Departments in the Office of the Vice-Chancellor and guidance on all operational policies and procedures.
- Coordinate and provide leadership towards:
 - the strategic planning, implementation, monitoring and evaluation of the NUST Strategic Plan;
 - Drafting a complete business plan for the attainment of the goals and objectives of the University as contained in the Strategic Plan.
 - all Corporate Engagement and Internationalisation initiatives of the University;
 - Digital Transformation Business Services;
 - Audit and Risks Management and strategies of the University.
- To manage the Department as a business unit consistent with the NUST corporate strategy with a particular focus on financial sustainability, operational efficacy, quality assurance, digitalisation, and internationalisation.
- Uphold institutional values and cultivate a performance-based culture.
- Manage and oversee the effective management of all institutional strategic planning and quality assurance, audit and risk, corporate engagement and internationalisation and digital transformation business services.
- Lead the establishment and achievement of functional, coordinated and integrated systems across all Faculties and Administrative support functions to drive Digital Transformation for Industry 4.0 and beyond.
- Broker partnerships with other Higher Education and Research Institutions, government, industry, civic society and alumni that will lead to mutually beneficial engagements
- Promote the University as transformational agent in the national and regional economy, and a solid national and international partner.

Chief Operating Officer

(5-year performance-based agreement)

The Chief Operating Officer will be responsible for the operations management of the University with the objective to ensure effective and efficient utilization of all resources and to enhance revenue and sustainability. The Chief Operating Officer will report directly to the Deputy Vice-Chancellor: Finance and Operations.

Job Requirements and Competencies

- A relevant Master's degree (NQF Level 9) with six years' relevant experience in a leadership role;
- Proven track record of advanced knowledge of and experience in strategic, business, financial and operational planning, as well as integrated implementation and overall management and control at executive level at a University, Governmental, Corporate, or related Institutions of equal size and complexity;
- Proven dynamic and strategic leadership in the aforementioned areas of responsibilities on a senior level, including the management of change and risk;
- Proven ability to utilise resources towards executing comprehensive strategic plans;
- Proven ability to develop and sustain strategically relevant institutional partnerships and alliances at national as well as international level;
- Ability to function effectively within a matrix organisational structure;
- Excellent communication, negotiation and facilitation skills in a diverse environment;
- Excellent people skills, with an ability to partner with a dynamic leadership team;
- Sound knowledge of and insight into the higher education sector, as well as the national and international realities, challenges and opportunities in this sector;
- Business experience in the private sector;
- Strong working knowledge of relevant corporate control (corporate governance).

Key Performance Areas

- Operational management of the University, which includes the Human Capital, Student Services and Facilities Departments;
- Establish and provide a robust, effective and efficient professional support environment to the University staff members.
- Provide input into the Institutional Financial Sustainability Model, ensuring appropriate resource allocation and to optimise return on investment;
- Establishing and overseeing the NUST Commercial Holding Company and associated subsidiaries;
- Overseeing the commercialisation of the University's assets, including NUST's intellectual property portfolio, and managing the University's interests in its commercial entities;
- Providing strategic leadership of the University's systemic sustainability;
- Maintaining an in-depth knowledge of higher education funding and other models to ensure institutional sustainability.

Contact: Mr Immanuel Atanasiu

T: +264 61207 2109

E: iatanasiu@nust.na

EMPLOYEE
VALUE
PROPOSITION



Compensation



Career and Personal Growth



Work and Environment



Rewards and Recognition



Benefits

Join NUST to advance your career and shape Namibia's future in a supportive and nurturing community of learning.

Closing Date:

23 JUNE 2023

The normal retirement age is 65 years.

NUST, an equal opportunity employer, invites qualified persons to submit their applications in writing, accompanied by a cover letter, a detailed Curriculum Vitae, proof of qualifications as well as the names and full contact details (including e-mail addresses) of at least three credible work-related referees to:

Private Bag 13388, 13 Jackson Kaujeua Street, Windhoek, NAMIBIA.

Applications may be emailed to recruitment@nust.na On e-mail applications, please enter the title of the position in the subject line. All foreign qualifications must be validated by the NQA. Only shortlisted candidates will be contacted. No documents will be returned.