



WE ARE HIRING

Office of the Vice-Chancellor

Department: Corporate Engagement and Internationalisation

Public Relations Officer

Minimum Requirements

A bachelor's degree (NQF Level 8) in Communications / Journalism /Media / Linguistics, Public Relations, or related fields with at least five (5) years of proven work experience in public relations, publishing, advertising, marketing, or communications. Demonstrated story-telling skills, and advanced writing skills for various types of communication. A clear understanding of branding, design, and content production. A good level of competence in the use of social media tools and related emerging technology. The ability to think strategically and work independently. A good team player with a can-do attitude is ideal for this high-paced environment. An avid reader and lover of the arts and culture. A high stress tolerance and the ability to work well under pressure.

Job Description

Develop a communications plan in line with the Institutional Strategy. Drive institutional publicity and awareness across in all media types- print, tv and web. Manage both internal and external communications. Serve as official liaison with all media outlets. Manage the production of content across various units to raise the public profile of the university as a premier institution focused on science and technology within Namibia, the region, and the globe.

Graphic Designer

Minimum Requirements

A bachelor's degree (NQF Level 7) in Graphic Design or any other relevant qualification with at least four years of relevant and proven experience. Proficient in Adobe Creative Cloud and in using iMac computers. Agency or corporate experience will be an added advantage, as well as relevant knowledge in Premier Pro, illustration, and stop-motion animations.

Job Description

Execute the requested tasks by NUST faculties, departments, units, and centres; ensure compliance with the Corporate Identity Style Guide; create and produce (print-ready, where appropriate) high-impact, harmonized graphic design solutions for a variety of corporate publications (e.g. advertisements, newsletters, institutional brochures, pamphlets, guides, and directories). Design artwork for the NUST website, exhibitions, videos stationery, and promotional items, all forms of visual advertising, programmes, invitations, etc., as well as other graphic design elements of corporate identity and branding. Perform any other reasonable duties as assigned by the team leader.

Contact: Mr Victor Muyoba
T: +264 61 207 2212
E: vmuyoba@nust.na

Office of the Deputy Vice-Chancellor: Finance and Operations

Department: Facilities

Driver

Requirements

A Grade 12 Certificate and a valid Code 11 (CE) Driver's Licence with Professional endorsements (PA) previously known as Public Driving Permits (PDP) with at least three (3) years of experience in the Passenger Transport Industry. Excellent Knowledge and understanding of the Traffic, Road Rules and Regulations, be ethical and honest, with excellent driving and communication skills. Mechanical knowledge and background will be an added advantage.

Job Description

Safely drive staff, students, and guests to their destinations; use navigation apps to determine the best route; timely execute trips according to bookings and shift schedule; assist in the administration of vehicle fleet (before and after trips); report and process accidents/incidents, keeping vehicles in good and clean condition; periodically inspect vehicles; assist guests with loading and offloading luggage, and be available to work on weekends and after hours if and when required.

Contact: Ms Jean Kazimbu
T: +264 61 207 2829
E: jkazimbu@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:

18 APRIL 2024

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.