



WE ARE HIRING

Academic Development and Support

Programme Development Coordinator

Requirements

Master's Degree in Education or an equivalent qualification (NQF Level 9) with at least seven (7) years of relevant experience in higher education, with at least two (2) years in a supervisory role focused on curriculum development. Profound expertise in curriculum planning, design, and development, as well as a deep understanding of systems and processes for program (curriculum) development within the higher education environment. Extensive experience in curriculum related educational research, resource and project management. Excellent Communication and interpersonal skills. Comprehensive knowledge of relevant national legislation, including the Higher Education Act, higher education policies, and qualification frameworks, including the NQF regulations of Namibia.

Job Description

Coordinate program (curriculum) development activities and ensure qualifications align with the National Qualifications Framework (NQF) regulations. Provide consultation, guidance, and support to academic staff in curriculum development and the approval of short courses. Conduct research and evaluations pertaining to occupational and professional higher education curricula, along with related matters. Oversee the annual self-evaluation process for Quality Assurance within the unit. Assist in the review of policies and other relevant assigned duties to the role.

Contact: Ms Theophilia Shilongo
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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:

21 JUNE 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.