



WE ARE HIRING

Office of the Deputy Vice-Chancellor: Finance and Operations

Department: Human Capital

Employee Wellness and Engagement Practitioner

Requirements

A Bachelor (Honours) degree (NQF Level 8) in Psychology, Clinical Psychology, Industrial/ Organisational Psychology, or Industrial/ Occupational Social Work with five (5) years of relevant professional experience in a medium/large-sized organisation of which three (3) years must be in managing an Employee Assistance Programme (EAP) / Wellness function. Registration with the Health Professionals Council of Namibia (HPCN). Excellent English communication (oral and written), organisational and administrative skills. Experience in a Higher Education environment will be an advantage.

Job Description

Develop, implement, and coordinate a comprehensive employee wellness programme aimed at enhancing overall employee experience; design, execute, and monitor well-being strategies and interventions that promote a healthy and positive workplace culture; provide counselling and psychosocial support services to employees, addressing mental health and well-being needs; implement effective wellness initiatives and strategies that align with organisational goals; develop and manage an Employee Assistance Program (EAP) to offer support and resources for personal and professional challenges; foster a supportive and inclusive workplace culture that prioritises employee well-being and engagement; regularly evaluate and refine wellness programmes based on employee feedback and emerging trends in workplace health and perform any other reasonable duties as assigned by superiors.

Manager: Organisational Development & Learning

Requirements

A Bachelor's (Honours) degree (NQF Level 8) in Industrial Psychology, or Organisational Development/ Behaviour with at least eight (8) years of relevant experience of which three (3) years should be at supervisory level and five (5) should be as an OD Specialist. A Master's degree (NQF Level 9) in any of the above fields will be an advantage. Exceptional knowledge and experience in human resources development, change management, succession planning, talent management, performance management tools/systems (balanced scorecard), talent management, employee engagement and wellness. Excellent English communication (written and verbal) and administrative skills. Sound presentation and coaching/mentoring skills. Committed to high standards and continuous organisational improvement. Ability to effectively coordinate projects, multi-task, be initiative-taking and work independently with various stakeholders. Computer proficiency in Microsoft Word, Excel, Projects, and Visio.

Job Description

Plan, develop and implement strategic organisational development interventions geared towards enhancing individual and organisational performance. Support and oversee the implementation of the Performance Management system and personal development plans for all staff; identify opportunities for performance improvement and facilitate in-house workshops; drive succession planning, change management initiatives and talent management strategies; oversee the designing and evaluation of all positions; consult with management to identify, diagnose, and problem solve organisational effectiveness problems and solutions, design instructional or performance-based interventions; implement organisational climate surveys and interventions; implement coaching, mediation, and mentoring interventions. manage the induction programmes for new staff; create and monitor employee wellness programmes to improve physical and mental well-being. Develop relevant organisational development and learning policies and procedures, and perform any other reasonable duties as assigned by Supervisors.

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Department: Student Services

Academic (Student) Counsellor

Requirements

A Bachelor (Honours) degree (NQF Level 8) in Psychology with five (5) years of experience in counselling services, counselling principles, techniques, and practices that can be applied to students' problems and developmental needs. Registered as a Counsellor with the Health Professions Council of Namibia. Excellent English Communication (oral and written) and analytical skills. A relevant master's degree and counselling experience in higher education or university settings will be advantageous.

Job Description

Provide guidance and assistance to the students to help them achieve their academic goals. Train and capacitate Tutors to assist students with their academic challenges. Assess student needs, develop academic plans, provide support, and offer resources and guidance. Review and evaluate assessments, scores and recommend courses and programmes to help students meet their educational goals. Guide university applications and admissions, administer psychometric assessments, and assist students with career planning. Maintain accurate records; provide progress reports to students and families and perform any other reasonable responsibilities as assigned by superiors.

Coordinator: Accessibility and Resource Centre

Requirements

A Bachelor (Honours) degree (NQF Level 8) in Special Education, Disability Studies, Child Development or a related field with five (5) years of experience in working with students with disabilities and special needs in an educational or University setting. Knowledge of disability accommodation and best practices in the provision of services to students with disabilities. Familiar with assistive technologies and software such as Duxbury, Jaws, and Open Book. Knowledgeable about effective instructional methods, pedagogy and strategies in disability education and research. Ability to conduct effective quality control and provide effective support services to academics/tutors and students; high level of ICT skills; Excellent English Communication (oral and written) and analytical, and interpersonal skills. A relevant master's degree will be an advantage.

Job Description

Coordinate and capacitate tutors; Provide academic support services; Evaluate the effectiveness of disability education; Assessment Strategies & Facilitation and Supervision of Academics, Tests and Assignments; Sound Communication and perform any other reasonable responsibilities as assigned by superiors.

Manager: Accommodation, Sports, Arts and Culture

Requirements

A Bachelor (Honours) degree (NQF Level 8) in Sports Management/ Business Administration or a related qualification, with six (6) years of experience in accommodation and catering services of which four (4) years should have been in a supervisory role at a large organisation. Experience working with students in an institution of higher learning will be an advantage. Experience in facilitating and coordinating sports, art, cultural and extramural student activities. Knowledge about the needs of students in residences, with a focus on encouraging active participation in sports, arts, and cultural activities. Well-versed effective management practices and improvement strategies to enhance the overall performance of the unit.

Job Description

Provide effective, efficient and professional accommodation, sports, art, and cultural services within the university setting. Oversee and coordinate the various activities and programmes related to the above and create a vibrant and inclusive environment that promotes student engagement and personal growth through participation at the hostels, in sports, and artistic endeavours, as well as through cultural events and performing any other reasonable responsibilities as assigned by superiors.

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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:

08 NOVEMBER 2024

The normal retirement age is 65 years.

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

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

Applications may be emailed to recruitment@nust.na On email applications, please enter the title of the position in the subject line. All foreign qualifications must be validated by the NQA. Internal staff members must have successfully completed their probation to be considered for appointment to any vacant position. Only shortlisted candidates will be contacted.