

## EXTERNAL ADVERTISEMENT

### 1. E-LEARNING SPECIALIST (PATTERSON GRADE C4)

The incumbent will report to the Digitalisation Consultant.

#### PRIMARY PURPOSE

To lead and support the development, implementation, and continuous improvement of eLearning initiatives at NIPAM. The eLearning Specialist will provide expert support to the Academic Business Centre in designing, developing, and revising eLearning courses. The role ensures effective administration and utilisation of the Learning Management System (LMS), facilitates training for staff and users, and develops digital learning content aligned with institutional goals and national standards.

#### KEY PERFORMANCE AREAS

- eLearning strategy & policy implementation
- LMS administration and support
- Training
- eLearning content development
- Learning analytics and reporting
- Monitoring and evaluation of eLearning programmes

### QUALIFICATIONS AND EXPERIENCE

#### Minimum Qualification and Experience

- A Bachelor's Degree in Information Technology or Education or relevant qualification (National Qualification Framework Level 7)
- Minimum experience of 5 years in eLearning development and online courses facilitation

### 2. MANAGEMENT CONSULTANT (PATTERSON GRADE D3)

The incumbent will report to the Director: Consultant, Research and Capacity Evaluation.

#### PRIMARY PURPOSE

To provide strategic, operational, and organisational advisory services that improve business performance, enhance efficiency, and support the achievement of organisational objectives. The Management Consultant is responsible for analysing business challenges, developing practical solutions, facilitating change initiatives, and delivering measurable value through evidence-based recommendations, stakeholder engagement, and successful implementation of improvement strategies.

Directors: Amb. Emilia Mkusa (**Chairperson**), Evelyn Zimba Naris (**Vice-Chairperson**), Dr Delvaline Möwes,  
Julius Namoloh, Magreth Mengo, Jan J. Nitschke, Morien Kambala, Michael Mutonga

Executive Director: Dr Heroldt V. Murangi  
Company Secretary: Brian Chaka

All official correspondence should be addressed to the Executive Director

## KEY PERFORMANCE AREAS

- Consulting and Advisory Services
- Organisational Strategy and Performance
- Organisational Development and Change
- Business Processing and Operational Improvement
- Research
- Business Development
- Reporting

## EXPERIENCE AND QUALIFICATIONS

### Minimum Qualifications and Experience

- Master's Degree in Public Administration, Business Administration, Management, Economics, Finance, Industrial Psychology, Human Resources Management or a related field qualification (NQF Level 9).
- Professional certification in project management, strategic management, change management, or business analysis will be an added advantage.
- 7 years relevant experience of which at least 3 years in Consultancy.

## 3. GRADUATE INTERN – SIX (6) MONTHS INTERNSHIP

The intern will report to the Training Consultant.

### PRIMARY PURPOSE

To support the delivery of NIPAM's training mandate by assisting with programme coordination, training implementation, participant support, data collection, and report preparation, while gaining practical exposure to public sector capacity development and governance practices in Namibia.

### KEY PERFORMANCE AREAS

- Training Support
- Training Administration and Records Management
- Reporting and Communication
- Monitoring and Evaluation Support
- Learning and Professional Development

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## EXPERIENCE AND QUALIFICATIONS

### Minimum Qualifications and Experience

- Bachelor's Degree in Human Resource Management, Public Administration, Business Management, Education, or related field qualification (NQF Level 7).

NIPAM is an equal opportunity employer and encourages applications from designated groups e.g. women and persons with disabilities, in particular, in terms of the Affirmative Action (Employment) (Act No. 29 of 1998).

**Note:** All foreign qualifications must be accompanied by an evaluation from Namibia Qualification Authority. Applications should include a Curriculum Vitae, Certified copies of qualifications and identification document or passport.

The closing date for applications is **18 September 2026 at 16:00**. Applications should be delivered to:

Namibia Institute of Public Administration and Management (NIPAM)  
27 Paul Nash Street  
Olympia  
Windhoek

No email applications will be accepted.

**Only shortlisted candidates will be contacted, and no documents will be returned.**

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