



FACULTY OF HEALTH AND SOCIAL SCIENCES
DORADO CAMPUS

1 X LECTURER (NURSING SCIENCE)

DUTIES AND RESPONSIBILITIES

- Teaching at postgraduate level in Medical & Surgical Nursing or Clinical Nursing.
- Supervise research, and undertake research and other tasks related to these positions at postgraduate level.
- Publications in refereed journals and books.
- Curriculum development.
- Maintenance and improvement of academic standards.

REQUIREMENTS

- A PhD in Nursing Science & Registration with the Nursing Council of Namibia.
- Three (3) years relevant experience.
- Must be computer literate.

FACULTY OF TOURISM, HOSPITALITY & EVENTS MANAGEMENT
DORADO CAMPUS

1 X LECTURER (TOURISM)

DUTIES AND RESPONSIBILITIES

- Teaching at Postgraduate PhD and masters level in Tourism and Hospitality.
- Supervise research, and undertake research, and other tasks related to these positions at postgraduate level.
- Curriculum development and guidance of undergraduate hospitality practical courses.
- Maintenance and improvement of academic standards.

REQUIREMENTS

- A PhD in Tourism or Hospitality.
- Three (3) or more years teaching experience at university level.
- Publications in refereed journals and books.
- Conversant with hospitality operations (e.g. Culinary skills, Hospitality, Tourism & Events reservation software).

FACULTY OF EDUCATION
DORADO CAMPUS

3 X LECTURER (EDUCATION)

DUTIES AND RESPONSIBILITIES

- Teaching at Postgraduate PhD and masters level and supervision of students research projects.
- To contribute to the management, administration and School Based Studies (SBS) activities.
- To contribute to the development of course content materials for blended learning.
- To set, mark and moderate work/assessment as required.
- To participate in and contribute to research and scholarly activities.
- To take a role in sustaining and developing the activities of the School in relation to teaching and/or research and consultancy.
- To support the development of all aspects of the student experience.
- Maintenance and improvement of academic standards.

REQUIREMENTS

- A PhD in Education.
- Must have three (3) year teaching/lecturing experience.
- A background experience in Educational technology will be an advantage.
- Must be computer literate.

**FACULTY OF INFORMATION & COMMUNICATION
TECHNOLOGY**
DORADO CAMPUS

2 X LECTURER (ICT)

DUTIES AND RESPONSIBILITIES

- Teaching at postgraduate PhD and master's level in IT.
- Supervise research, and undertake research and other tasks related to these positions at postgraduate level.
- Curriculum Development.
- Maintenance and improvement of academic standards.

REQUIREMENTS

- A PhD in Computer Science/Software Engineering/ IT/BIS or related field.
- Three (3) or more years of experience teaching at university level.
- Publications in refereed journals.
- Strong computer programming skills and proficiency in most IT/ Computer languages.



FACULTY OF BUSINESS ADMINISTRATION
DORADO CAMPUS

1 X LECTURER (BUSINESS ADMINISTRATION)

DUTIES AND RESPONSIBILITIES

- Teaching at postgraduate PhD and master's level and stimulate learning in Business Administration.
- Supervise research, and undertake research and other tasks related to these positions at postgraduate level.
- Maintenance and improvement of academic standards.
- Publications in refereed journals and books.
- Curriculum development.

REQUIREMENTS

- A PhD in Business Administration.
- Three (3) years of experience.
- Must be computer literate.

CENTRE FOR ENVIRONMENTAL STUDIES
DORADO CAMPUS

2 X LECTURER (ENVIRONMENTAL STUDIES)

DUTIES AND RESPONSIBILITIES

- Teaching at postgraduate PhD and masters' level and stimulate learning in Environmental Studies.
- Supervise research, and undertake research and other tasks related to these positions at postgraduate level.
- Maintenance and improvement of academic standards.
- Publications in refereed journals and books.
- Curriculum development.

REQUIREMENTS

- A PhD in Environmental Studies or related field.
- Three (3) years of experience.
- Must be computer literate.

FACULTY OF STRATEGIC MANAGEMENT
DORADO CAMPUS

1 X LECTURER (PUBLIC POLICY & MANAGEMENT)

DUTIES AND RESPONSIBILITIES

- Teaching at postgraduate PhD and masters' level and stimulate learning in Public Policy & Management.
- Supervise research, and undertake research and other tasks related to these positions at postgraduate level.
- Maintenance and improvement of academic standards.
- Publications in refereed journals and books.
- Curriculum development.

REQUIREMENTS

- A PhD in Public Policy & Management.
- Three (3) years of experience.
- Must be computer literate.

DIRECTORATE: HUMAN RESOURCES
DORADO CAMPUS

1 X INDUSTRIAL RELATIONS PRACTITIONER

DUTIES AND RESPONSIBILITIES

- Manage relationships between employees and the employer.
- Ensure that the institution's treatment of employees is consistent with its core values, vision and mission.
- Handle complaints, manage staff grievance procedures and facilitate counselling with other stakeholders when necessary.
- Investigate and resolve complex or critical industrial relations issues in a timely and effective manner.
- Implement the institution's industrial relations policies and procedures by advising management on correct interpretation and consistent application.
- Provide management with HR related information necessary for negotiation and with consultative advice on various labour related issues of common interest when required.
- Maintain records of all the institution's policies and procedures.
- Receive and verify approved policies against the existing ones.
- Distribute copies of policies to all university's management staff members.
- Continuously update the policy record.
- Investigate disciplinary matters and complaints of staff.
- Facilitate, develop and conduct industrial relations training.
- Draft, prepare notices and charges of misconduct.
- Represent the university in disciplinary hearings and subsequent proceedings such as conciliation and arbitration involving the university staff members.
- Perform other related duties as directed from time to time by management.

REQUIREMENTS

- A Master's Degree in Human Resources Management plus a professional qualification in dispute resolution.
- Five (5) years industrial relations work experience.
- Must be computer literate Microsoft Office (Word, PowerPoint, and Excel).

Only short listed candidates will be notified and no CV's and documentation will be returned.

Closing date: 29 October 2021

REMUNERATION PACKAGE

The Institution offers a competitive remuneration package commensurate with the incumbent's qualifications including a Pension Scheme and Medical Aid. Preference will be given to suitably qualified Namibian Citizens and to designated categories as prescribed by the Namibian Affirmative Action (Employment) Act especially people living with disabilities. Please forward your CV, copies of qualifications, transcripts and application documents including the NQA evaluation for foreign qualifications to:

The Director: Human Resources, Private Bag 14005, Bachbrecht, Windhoek or e-mail to recruitment@ium.edu.na