

# VACANCIES



## WINDHOEK MAIN CAMPUS

### Faculty of Economic & Management Sciences

#### ACCOUNTING, AUDITING AND INCOME TAX DEPARTMENT

##### Professor/Senior Lecturer

**Requirements: Professor:** PhD in Accounting or related field with at least three (3) years lecturing experience at Associate Professor Level; a satisfactory record of teaching, research, publication and service to the academic and wider community. **Senior Lecturer:** PhD in Accounting or related field with at least three (3) years lecturing experience at Lecturer level; a satisfactory record of teaching, research, publication and service to the academic and wider community.

**Job Description:** Lecture any of the following modules; Management Accounting, Financial Accounting, Financial Management, Auditing, Namibian Tax and any other related module within the Department; supervise undergraduate and postgraduate student research; engage in research and publication activities and provide service to the academic and wider community and perform any other duties as may be required.

##### Lecturer

**Requirements:** Chartered Accountant or Master's degree in Accounting or related with at least three (3) years lecturing experience; a satisfactory record of teaching, research, publication and service to the academic and wider community.

**Job description:** Lecture any of the following modules; Management Accounting, Financial Accounting, Financial Management, Auditing, Namibian Tax and any other related module within the Department; supervise undergraduate student research; engage in research and publication activities and provide service to the academic and wider community and perform any other duties as may be required.

##### Lecturer

#### FOUR (4) YEAR CONTRACT

**Requirements:** Chartered Accountant or Master's degree in Management Accounting or related with at least three (3) years lecturing experience; a satisfactory record of teaching, research, publication and service to the academic and wider community.

**Job description:** Lecture any of the following modules; Management Accounting, Financial Accounting, Financial Management, Auditing, Namibian Tax and any other related module within the Department; supervise undergraduate student research; engage in research and publication activities and provide service to the academic and wider community and perform any other duties as may be required.

#### MANAGEMENT SCIENCE DEPARTMENT

##### Senior Lecturer

**Requirements:** PhD in Business Management or related field with at least three (3) years lecturing experience at Lecturer level; a satisfactory record of teaching, research, publication and service to the academic and wider community.

**Job description:** Lecture Management modules including Organisational Behaviour, Principles of Management and Research Methodology but not limited to Mathematics and Statistics; supervise undergraduate and postgraduate student research; engage in research and publication activities and provide service to the academic and wider community and perform any other duties as may be required.

### Faculty of Law

#### PUBLIC LAW AND JURISPRUDENCE DEPARTMENT

##### Lecturer

**Requirements:** A Master of Laws degree from a Common Law jurisdiction. Admission as a Legal Practitioner in the Republic of Namibia will serve as an advantage with at least three (3) years experience.

**Job description:** Lecture courses in the Department of Public Law and Jurisprudence at undergraduate and post graduate levels; supervise undergraduate and postgraduate student research; engage in research and publication activities and provide service to the academic and wider community and perform any other duties as may be required.

**DATE OF ASSUMPTION OF DUTIES:** As soon as possible. **CLOSING DATE:** 19 May 2017. **APPLICATION PROCEDURES:** Prospective candidates should forward their completed CV and certified copies of all qualifications to: The Assistant Director - HR Services, University of Namibia, Private Bag 13301, Windhoek, Namibia, e-mail: [recruitment@unam.na](mailto:recruitment@unam.na) **BENEFITS:** UNAM, as an equal opportunity employer, offers competitive remuneration including all benefits associated with an institute of higher learning. Persons with disabilities are encouraged to apply. NB. Only Short listed candidates will be contacted and no personal documents will be returned. The advert has minimum requirements listed. Management reserves the right to set additional information as criteria for shortlisting and requirements are subject to change. Reference checks will be done on all shortlisted candidates. All foreign qualifications must be evaluated by NQA. Please visit our website at: [www.unam.edu.na](http://www.unam.edu.na) for more information on job descriptions.

### Faculty of Humanities & Social Sciences

#### INFORMATION AND COMMUNICATION STUDIES DEPARTMENT

##### Professor/Associate Professor

**Requirements: Professor:** PhD in Library and Information Science or related field with at least three (3) years lecturing experience at Associate Professor Level; a satisfactory record of teaching, research, publication and service to the academic and wider community.

**Associate Professor:** PhD in Library and Information Science or related field with at least three (3) years lecturing experience at Senior Lecturer level; a satisfactory record of teaching, research, publication and service to the academic and wider community.

**Job Description:** Lecture in the areas of Library and Information Science such as knowledge management and research methodology; supervise undergraduate and postgraduate student research; engage in research and publication activities and provide service to the academic and wider community and perform any other duties as may be required.

### Faculty of Science School of Computing

#### INFORMATION TECHNOLOGY DEPARTMENT

##### Professor

**Requirements:** PhD in Computer Science with at least three (3) years lecturing experience at Associate Professor Level; a satisfactory record of teaching, research, publication and service to the academic and wider community.

**Job Description:** Lecture Computer Science modules such as Discrete Mathematics, Artificial Intelligence, Numerical Methods and Operational Research, Cryptography, Network Security in the areas of library and information science such as knowledge management and research methodology; supervise undergraduate and postgraduate student research; engage in research and publication activities and provide service to the academic and wider community and perform any other duties as may be required.

##### Lecturer

**Requirements:** Master's degree in Information Technology with at least three (3) years lecturing experience; a satisfactory record of teaching, research, publication and service to the academic and wider community.

**Job description:** Lecture modules such as Computer Theory, Computer Organisation and Architecture, Introduction to Digital Electronics and Data Structure and Logarithms at undergraduate level; supervise undergraduate student research; engage in research and publication activities and provide service to the academic and wider community and perform any other duties as may be required.

#### BIOLOGICAL SCIENCES DEPARTMENT

##### Professor/Associate Professor

**Requirements: Professor:** PhD in Genetics or Microbiology or Biotechnology with at least three (3) years lecturing experience at Associate Professor Level; a satisfactory record of teaching, research, publication and service to the academic and wider community.

**Associate Professor:** PhD in Genetics or Microbiology or Biotechnology with at least three (3) years lecturing experience at Senior Lecturer level; a satisfactory record of teaching, research, publication and service to the academic and wider community.

**Job Description:** Lecture Microbial Systematics, Biotechnology, Molecular Biology, Virology, Mycology, Genetics, Microbial Ecology and Microbiology at undergraduate and postgraduate levels. Knowledge and experience in nexus of Micro-Organisms and Climate Change (applied aspects of these or related fields is expected); supervise undergraduate and postgraduate student research; engage in research and publication activities and provide service to the academic and wider community, and perform any other duties as may be required.

##### Tutor

**Requirements:** Bachelor's degree in Environmental Biology or related equivalent. Must have an interest to pursue postgraduate qualifications in Animal Biology or Animal Ecology. Teaching experience will be an added advantage.

**Job description:** Prepare and supervise tutorial classes, assist in practical sessions, marking practical reports, tests; exams, supervise tests; keep records; assist with field courses and perform any other duties as may be required.

### University Library

#### ARCHIVES AND SPECIAL COLLECTIONS DEPARTMENT

##### Assistant Archivist

**Requirements:** Bachelor's degree in Records and Archives Management or related fields such as Library and Information Studies with at least three (3) years experience in records and archives management and management of special or rare collections. Experience in electronic records management and the use of archival software will be an added advantage. Good communication skills, training skills, writing skills and proven capacity for research. A Master's degree will be an added advantage.

**Job description:** Carry out surveys of records management activities; liaise with stakeholders on records transfers, ensure department comply with set guidelines of records transfers; ensure correct retrieval and return of records; ensure re-shelf and recording of requested records; compile records survey reports; conduct training; entries into the photo database on the ATOM software and perform any other duties as may be required.

### University Central Consultancy Bureau

#### CAPACITY BUILDING AND ICT DEPARTMENT

##### Head of Department: Capacity Building and ICT

#### FIVE (5) YEAR CONTRACT

**Requirements:** Bachelor's degree in Business Administration or Education or Project Management with at least three (3) years relevant experience. A Master's degree will be an added advantage.

**Job description:** Manage and supervise the section of Capacity Building and ICT; solicit, manage and coordinate projects; formulation of project proposals and implementation thereof; administer and manage timelines as per specifications; train and develop junior staff; budget preparation and control thereof; marketing of proposals and projects; assists with policy formulation and perform any other duties as may be required.

### Investigation Unit

#### INVESTIGATION OFFICER

**Requirements:** Diploma in Police Science with at least three (3) years relevant experience or a Grade 12 certificate (25 points based on five subjects and at least a C symbol in English) with at least six (6) years relevant experience.

**Job description:** Investigation of alleged criminal and departmental offenses against all University employees and students; investigation of motor vehicle accidents on all University campuses; compiling of investigation reports; liaise with the Namibian Police Force; general office administration and perform any other duties as may be required.

### RUNDU CAMPUS

#### COMMUNICATIONS AND MARKETING DEPARTMENT

##### Marketing Officer

**Requirement:** Bachelor's degree in Marketing, Communication or Public Relations with at least 5 (five) years experience in related field. Good communication and creative writing skills.

**Job description:** Develop and implement effective marketing and communication strategies for specific programmes; market segments and achieve student recruitment targets; enhance the brand of the University; plan, direct and coordinate internal and external communication, marketing, promotion and community interaction functions and perform any other duties as may be required.