

**Office of the Vice-Chancellor:
Administration and Finance**

Contact: Mr Jonas Ileka
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Department: Student Services

Director: Student Services

Requirements

A Master's degree in Education, Educational Psychology or a related discipline with at least ten years of experience. Extensive knowledge of higher education, especially in student governance, student life - health, sports and recreation, housing, counselling and support. Excellent leadership, organisational, computer and administrative skills. Ability to establish and maintain effective professional relationships with diverse groups of people and stakeholders.

Job Description

Provide strategic leadership and management to the Directorate / Department; lead, supervise and guide staff; develop policies and procedures; prepare and implement the Division's strategic plan; initiate and manage the provision of extra-curricular and non-academic educational programmes; collaborate with faculty to provide support for students to reach their educational goals; provide job placement, career guidance and student counselling services; and manage the hostels and student placement, as well as the kitchen, health, sports and cultural services; compile and control the budget of the department; and carry out any other reasonable and lawful instructions as requested by superiors.

BENEFITS

MUST offers a competitive remuneration package which includes the following fringe benefits:

- * Pension Fund
- * Medical Aid Scheme
- * Annual Bonus
- * Housing Allowance

APPLICATION PROCEDURE

Applications in writing, accompanied by a Curriculum Vitae, giving full details of work experience and proof of qualifications, should be submitted to: The Director: Human Resources, Namibia University of Science and Technology, Private Bag 13388 or 13 Storch 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 will be validated by the NQA.

CLOSING DATE: 31 MAY 2017

ASSUMPTION OF DUTIES: ASAP

Only shortlisted candidates will be contacted. No documents will be returned.