

## Faculty of Management Sciences

### Department: Management

### Lecturer: Office Management and Technology

A Master's degree (NQF level 9) in Office Management or a related qualification with at least four years of lecturing experience at tertiary education level and/or an equivalent combination of relevant professional experience. Sound knowledge of computers and the latest office software suite is essential. Experience in lecturing of Business Applications, Business Information Systems and Administrative Management. Knowledge of Elixir Medical software program/e-learning/ Moodle platform. A Doctorate degree will be an advantage. A credible record of lecturing, research supervision and peer-reviewed publications in accredited journals and service

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**CLOSING DATE: 24 NOVEMBER 2017**

**ASSUMPTION OF DUTIES: ASAP**

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

#### GENERAL FACULTY RESPONSIBILITIES

Lecturing, research, curriculum development, community service and administration.

#### BENEFITS

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

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

#### 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](mailto: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.