



## Faculty of Human Sciences

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### Department: Education and Languages

#### Writing Unit Consultant - One Year Contract (Renewable)

#### Requirements

A Master's degree in English, Language Studies, Linguistics, Literature or an equivalent relevant qualification with experience in English language teaching or tutoring. Business and academic writing experience will be an advantage. Ability to relate to students and provide professional and personal assistance; excellent English language communication skills; professional and diligent in undertaking tasks. Exceptional planning, organisation, problem-solving, presentation and facilitation skills.

#### Job Description

Facilitate English writing workshops and provide support to students and staff with any writing-related matters. Work with students experiencing challenges with English language use and writing through one-on-one or group tutorials. Design relevant materials to assist students in improving their academic writing skills. Maintain records and files of the Writing Unit and its services.

#### 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 [writingunit@nust.na](mailto:writingunit@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 MARCH 2017**  
**ASSUMPTION OF DUTIES: ASAP**

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