



+264 -61 244794
+264 – 81 803 4953
info@globalinsti.com
www.globalinsti.com
P. O Box 24750, Windhoek
17 Hahnemann St, Windhoek West

HEAD OF ACADEMIC AFFAIRS, RESEARCH & TEACHING

JOB DESCRIPTION SUMMARY

This incumbent acts as the chief academic officer, operating with shared supervision from the Institute Director. He/She is responsible for the overall administration, coordination, and development of instructional policies, programs, personnel and classroom facilities.

This position is responsible for creating and sustaining an environment of academic and professional excellence for students and faculty and a collaborative working environment with educational team members. The incumbent is also responsible for the financial performance of the academic department and must uphold the Institute's philosophy: quality services to clients; development, growth, involvement, and recognition of employees; sound economic principles; and environment which is conducive to innovation, positive thinking and expansion

JOB DETAILS

Location: Windhoek

Position Type: Full time

Supervisor: Institute Director

DUTIES & RESPONSIBILITIES

- ✓ Develops and evaluates campus and system strategic plans and mission statements
- ✓ Reviews proposals for new academic programs and revisions of existing programs
- ✓ Establishes new academic structures such as campuses
- ✓ Develops and revises policies on admissions, progression and retention standards.
- ✓ Develops and revises student and faculty policies.

- ✓ Serves as liaison to the Namibian Educational Authorities, eg Namibia Qualifications Authority (NQA), National Council for Higher Education (NCHE), Namibia Training Authority (NTA) & Ministry of Education
 - ✓ Provides institutional research support.
 - ✓ Sponsors and organizes various system-wide events for staff, faculty, and students.
 - ✓ Ensures compliance with legislation concerning academic policies, practices and procedures.
 - ✓ Build a strong, cohesive academic affairs team.
 - ✓ Curriculum Development & administer all academic programs to provide quality education with overall consistency to meet the needs of the marketplace
 - ✓ Continually improve the faculty and educational staff orientation, training and development activities to promote a culture of learning.
 - ✓ understands and promotes the role and use of technology in the instructional environment
 - ✓ participates in the planning of new facilities for the purposes of instruction and student services;
 - ✓ Plans, in coordination with other administrators and faculties, the schedule of classes;
 - ✓ Provides leadership and oversight for enrollment management strategies, initiatives and
 - ✓ efficiencies;
 - ✓ Provides oversight of assessment of Student Learning Outcomes and college-wide accreditation;
 - ✓ Works effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to students and to the community
-

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- ✓ Personnel management experience.
 - ✓ Excellent oral and written communication skills
 - ✓ Strong interpersonal skills.
 - ✓ Ability to interact successfully with academic as well as business and regulatory personnel.
-

MINIMUM REQUIRED QUALIFICATIONS

- ✓ Master's degree required
- ✓ A minimum of 5 years of increasingly responsible experience in Education, with considerable academic management experience, preferably in a tertiary education set up

APPLICATION

To apply, please e-mail the below documents in a single pdf file to **Ms. Maria Penondadi** at info@globalinsti.com

- A 1 – 2-page statement of interest specifying the relevance of your experience to the Institution
- Curriculum Vitae (CV)
- Names and complete contact information for three references.

Global Edge Training Institute is a welcoming and vibrant community committed to supporting a diverse workforce, and actively seeks applications from women, minorities and other persons from traditionally underrepresented groups. Global Edge Training Institute is an equal opportunity provider and employer. The Institute reserves the right to extend the closing date if deemed necessary and reserves the right to make no appointment.