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HEAD OF NON-ACADEMIC AFFAIRS

JOB DESCRIPTION SUMMARY

This position is responsible for creating and sustaining an environment of non-academic activities and responsibilities. The incumbent is also responsible for the financial performance of the non-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 revises non-academic policies and regulations
 - ✓ Ensures compliance with legislation concerning non - academic policies, practices and procedures.
 - ✓ Build a strong, cohesive non-academic affairs team.
 - ✓ Properly administer all non-academic programs to provide quality education with overall consistency to meet the needs of the marketplace
 - ✓ Responsible for training and development activities to promote a culture of learning for non-academic staff members
 - ✓ Provides leadership and oversight for enrollment management strategies, initiatives and efficiencies
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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- ✓ Personnel management experience.
 - ✓ Demonstrate ability to think creatively and independently
 - ✓ Strong work ethic and motivation to succeed
 - ✓ Possess strong leadership skills and attention to detail necessary to prioritize multiple initiatives and projects
 - ✓ Demonstrate a professional level of verbal, written and listening skills
 - ✓ Work well with a team
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MINIMUM REQUIRED QUALIFICATIONS

- ✓ Bachelors degree required
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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.