



UNIVERSITY OF NAMIBIA

# Vacancy

Join Namibia's Premier Tertiary Institution



## MAIN CAMPUS

### CENTRE OF ACADEMIC LITERACY AND LANGUAGE SERVICES (CALLS)

#### JOB REQUIREMENTS:

The Director of the Centre of Academic Literacy and Language Services ("CALLS") is responsible for providing strategic leadership and overall management of the centre as a university-wide hub for academic literacy and professional language services.

The incumbent ensures the development and delivery of high-quality academic and language programmes that enhance the development and delivery of high-quality academic and language progress that enhances teaching and learning, graduate employability and academic success, while advancing resource mobilisation, stakeholder partnerships and third-stream income generation in line with UNAM strategic objectives.

#### ELIGIBILITY:

1. The candidate should at least be at the rank of a Lecturer, hold a PhD in language studies or related, and have leadership experience in higher education, coupled with at least six (6) years' academic experience in higher education, of which four (4) years should be at a senior management level.
2. Proven track record of high-level research, teaching, and community service in a university environment, and a good track record of resource mobilisation.
3. Substantial financial and business management experience that demonstrates successful strategic planning and implementation of short courses and training to generate third stream income.
4. Experience in nurturing stakeholder relations effectively, particularly between the university, industry and bodies which offer language services.
5. Proven exceptional scientific leadership, networking, communication, marketing, and presentation skills.
6. Evidence of commitment towards realising the university's vision, mission, and strategic goals through high standards of research, resource mobilisation, and community services must be provided.

7. The successful candidate should be a strong individual who commands respect from his/her peers, and has outstanding interpersonal, verbal, and written communication skills, combined with excellent digital fluency, organising, planning, analytical, fundraising, administrative, and managerial skills and an understanding of the national and international roles of universities.

#### SCREENING OF CANDIDATES:

The applicants for the posts will be screened and short-listed by a Search Committee, which will make recommendations to the Vice-Chancellor for the appointment of a successful candidate.

All candidates must submit a paper (max. of 3-4 typed pages) on their vision, mission, and strategic goals over the next five (5) years, and to provide efficient and effective services to the University, Campuses, Faculties, and the Centre.

The selection process will involve scrutinising the candidates' Curriculum Vitae and a vision paper and presenting themselves for an interview.

The top candidates will be required to present and demonstrate to the Search Committee at an interview their preparedness, promise, and excellence for the position of Director: Centre of Academic Literacy and Language Services. The advertisement reflects the minimum eligibility criteria, and the Search Committee may set additional eligibility criteria for shortlisting and selection purposes.

#### SUBMISSION OF APPLICATIONS:

The applications should include a full Curriculum Vitae (with a full list of scholarly publications and evidence of resource mobilisation clearly indicated), names, and contact details of two referees who are familiar with the candidate's accomplishments.

**Applications closing date: Friday, 31 July 2026**

**Kindly visit:** <https://erecruit.unam.edu.na/> for detailed information and to apply for these vacancies. Persons with disabilities are encouraged to apply. Only short-listed candidates will be contacted. All foreign qualifications should be accompanied by a Namibia Qualifications Authority (NQA) evaluation certificate. Should you have any queries kindly contact; Tel: 061 206 4620

