



EXTERNAL VACANCY



KATIMA MULILO CAMPUS OFFICE OF THE CAMPUS DIRECTOR

Campus Administrator

Requirements: The successful candidate should be in possession of a bachelor's degree, with three (3) years experience in the relevant field of expertise as required

OR

A relevant Diploma coupled with extensive relevant experience of at least four (4) years, with good organizational, administrative, and financial skills. A master's degree will be an added advantage.

Job Description: To assist the Campus Director with Campus administration and financial matters including its Human Capital, Physical facility, ICT, Corporate Engagement, and Safety and Security. Facilitating change management within support services on Campus; monitoring and reporting on campus risk mitigation in relation to the risk log; assisting the Campus Director to develop the Business Score Card Report; supporting the coordination of important ceremonies at the Campus, e.g. Graduation, official opening, Awards; contributing to effective implementation of the Human Capital plan and strategy of the Section; assisting the Campus Director with the compilation and review of annual financial budgets according to various budget votes of the Campus and any required support in this regard.

The advertisement reflects the minimum eligibility criteria and the Search Committee may set additional eligibility criteria for shortlisting and selection purposes.

Submission of Applications:

Please submit applications to the following email address: sdawid@unam.na

Further information may be obtained from the Senior Human Capital Practitioner, Ms. SN Dawid at sdawid@unam.na or tel: +264 061 206 3246

Closing Date: 14 October 2022



Kindly visit: www.unam.na/vacancies for detailed information and to apply for these vacancies. The advert with the detailed information on the UNAM website reflects the minimum requirements (eligibility criteria) and the University may set additional criteria for shortlisting and selection purposes. 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.

