

The Namibia Qualifications Authority (NQA) is a State Owned Enterprise established through the Namibia Qualifications Authority Act no. 29 of 1996. The NQA is statutorily mandated to evaluate qualifications and set and administer a National Qualifications Framework (NQF), amongst other objects.

**The NQA hereby invites suitably qualified candidates to apply for the following position:**

➤ **DEPUTY CHIEF EXECUTIVE OFFICER**  
- **Five (5) year Renewal Contract**  
- **Location:** Windhoek

**1. PURPOSE OF THE JOB:**

➤ To strategically lead, manage and consolidate business plan execution of the NQA while reporting to the CEO and Boards through appropriate management reporting, direction and control within the NQA. To ensure the NQA objectives / Mandate, and operations are achieved.

**2. MINIMUM EDUCATIONAL QUALIFICATION:**

➤ Master's Degree (NQF Level 9) in the area of Human Development, Education, Corporate Governance or Business Administration qualifications. (All foreign qualifications should be accompanied by an evaluation report by NQA).

**3. MINIMUM EXPERIENCE REQUIRED:**

- Minimum of eight (8) years (of executive / senior role experience) with a deep understanding of Accreditation, Namibia Qualification Framework (NQF) and Governance processes in academics.
- Proven track of strategic personnel, budgeting and policy development.
- Business acumen and exposure in the area of Human Development, Corporate Governance and administration experience are required.
- Knowledge of relevant legislation, regulations, and performance analysis.
- Experience in the field of education quality assurance would be a definite advantage.
- Strategic thinking
- Writing, communication and analytical skills
- Citizenship (ID or Passport)

**4. SPECIAL REQUIREMENTS:**

- Remains aware of regulatory & legislative developments, and practices of regulatory

authorities, which are relevant to NQA.

- Assists NQA in implementing existing, new and/or amended regulatory requirements.
- Assesses and advises the NQA on the impact of regulatory developments.
- Provides input or comment about the drafting of proposed regulatory requirements

**5. MAIN KEY PERFORMANCE AREAS:**

- Strategic leadership and execution of projects.
- Overseeing the development and implementation of policies, procedures, and guidelines for recognising and evaluating qualifications.
- Ensuring the compliance of educational institutions, training providers, and other stakeholders with national and international quality standards.
- Managing the accreditation process for educational institutions and training providers.
- Collaborating with relevant stakeholders to develop and implement quality assurance education and training.
- Providing guidance and support to stakeholders on qualifications, accreditation, and quality assurance issues.
- Conducting research and analysis to inform policy development and decision-making.
- Representing the NQA at national and international forums and conferences.
- People management and performance ensuring the efficient and effective functioning of NQA.
- Budget management, annual budgeting and monitoring and control processes.

**6. HOW CANDIDATES SHOULD APPLY**

If this challenge appeals to you, kindly forward your comprehensive hard copy application with certified documents to the Namibia Qualifications Authority (NQA) head office OR postal address below.

Preference shall be given to suitably qualified applicants from the designated groups as defined in the Affirmative Action Act, 29 of 1998. Only shortlisted candidates will be contacted, and applicants may be subjected to psychometric testing. No emailed or faxed documents will be accepted.

**Enquiries:**

**The Manager: Human Capital**  
Tel. +264 61 384181

Corner of Simeon Shixungleni and Dr. W. Külz Street  
Private Bag 13247, Windhoek

**Closing Date: (15 June 2023)**