

No. DPA-II/B-2311/01/2017/ITEC-II
Ministry of External Affairs
Development Partnership Administration
DPA II Division

Dated 15/06/2018

Notice inviting application for deployment as 'Advisor to the Namibia Institute of Public Administration and Management (NIPAM)' for two years extendable by one year based on requirement of host government and satisfactory service of the expert under ITEC (Indian Technical & Economic Cooperation) programme.

Application is invited by the Ministry of External Affairs from interested individuals for deputation as 'Advisor to the Namibia Institute of Public Administration and Management (NIPAM)', Windhoek, Namibia. The deputation will be under the provisions of ITEC (Indian Technical & Economic Cooperation) norms. The serving government servants meeting the eligibility conditions may apply through proper channel and the deployment will be considered as on deputation under ITEC. The deputation will be for two years.

NIPAM has been established by an act of Namibian Parliament and was officially inaugurated in February 2011. The purpose of NIPAM is to transform the public service in Namibia through improving management, leadership and professional competence of public sector employees. It envisions becoming a world class institution to catalyse governance reforms in Namibia by bringing together knowledge, technology and people.

Job and Responsibilities:

- To serve as Technical Advisor to the Executive Director of NIPAM.
- Provide advice and support for NIPAM to fulfil her purpose, vision, mission and mandates to benefit all NIPAM stakeholders, including the Namibian Government, public, NIPAM staff and clients.
- Provide professional and expert inputs to the governing bodies of NIPAM, including the Council, Training and Development Board and other structures of NIPAM.
- Assist and support the development of appropriate strategies and implementation plans in consultation with NIPAM staff that will contribute to capacity building of NIPAM.
- Study, consult and advise NIPAM on relevant and appropriate technology, technical, financial and administrative system related to its function.
- Operationalize NIPAM's agreements with the Indian Institutes.
- Recommendations on how existing programmes could be successfully integrated and which additional ones need to be developed.
- Assist in the monitoring and evaluation of NIPAM work in order to gain learning and continuous quality improvement from the observation and the lessons learnt through implementation.
- Assess the opportunities, possibilities and potential for NIPAM to contribute to the Vision 2030 of Namibia.
- Promote the image and brand of NIPAM in relevant global, regional and local context and with related partners, supporters and clients.
- All of the objectives will have to be pursued and delivered in collegial and consultative participative mode with the relevant structures and Staff of NIPAM.

Eligibility Requirements:

i. Age: Below 56 years on the last date of receiving application

ii. Educational / Technical Qualification:

Essential:

- i. Postgraduate, preferably Doctorate in Social Studies
- ii. Five years of experience at mid level management (i.e. Sr Manager level in private sector/ E 5 level in PSUs/ Assistant Professor in teaching) covering inter-governmental work. Out of this minimum three years experience in capacity building of public servants and to conduct Training Needs Analysis, assessment processes and to facilitate training programmes.
- iii. Serving/retired government servants having/served regular service in or above Grade Pay 6600 in PB3.

Desirable:

- i. Strong analytical skills and proven ability to work independently.
- ii. Networking skills and ability to communicate with a diverse set of stakeholders.
- iii. Experience in working with developmental agencies like UN agencies and /or Ministries and other Government agencies for National Programmes like poverty alleviation, universalization of primary education, health sanitation, environment conservation and gender equity.
- iv. Sound understanding of the Indian system of public services
- v. Sound understanding of corporate governance and Academic Quality Assurance Processes

Pay and Allowances

The deputation will be governed under Indian Technical & Economic Cooperation (ITEC) Rules of Ministry of External Affairs, Govt of India.

Monthly Emoluments will be Rs 67,700 per month and in addition Foreign Compensatory Allowance will be paid \$ 2571 per month. For serving government servant, the present basic pay and Foreign Contribution Allowance corresponding to pay will be paid. Furnished accommodation and local logistics will be provided by Govt of Namibia. Other terms and conditions of ITEC Rules will apply.

Individuals who are interested to be considered for deputation may send their application alongwith all the documents in support of eligibility and a certificate from current employer or the last employer, as applicable, indicating job profile and the last salary drawn.

The application with all attachments may be sent at the following address

**Under Secretary (TC II)
DPA II Division
Ministry of External Affairs
Room No. 2107, B Wing
23-D, Jawaharlal Nehru Bhawan
Janpath Road, New Delhi**

The application may also be sent by email at ustc2@mea.gov.in

The last date of receipt of application is 31st July 2018. Short listed candidates will be called for personal interview. No TA/DA will be provided for appearing in the interview. The decision of the Ministry of External Affairs with regard to selection shall be final and binding on all.