

**Ministry of External Affairs
Development Partnership Administration
DPA-II Division**

Notice inviting applications for deputation/consultation as Adviser to the Namibia Institute of Public Administration and Management (NIPAM) for two years under ITEC (Indian Technical & Economic Cooperation) programme.

Applications are invited by the Ministry of External Affairs from interested individuals for deputation/consultation as Adviser to the Namibia Institute of Public Administration and Management (NIPAM). The deputation/consultation will be for two years, which can be extended, if required by the Ministry. The deputation/consultation will be under the provisions of ITEC (Indian Technical & Economic Cooperation) norms.

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.

Duties of the Adviser(Job Description) include:

- Serve as Advisor to executive director of NIPAM.
- Research of existing programmes running in Namibia, and recommendations on how existing programmes could be successfully integrated and which additional ones need to be developed.
- Provide professional and expert inputs to the governing bodies of NIPAM including the Council, Training and Development Board and other structures of NIPAM;
- Study, consult, comment and advise relevant NIPAM staff and structures on relevant and appropriate technology, technical, financial and administrative systems related to the NIPAM functions;
- Consult and advise NIPAM on business model possibilities and strategies to Strengthen the financial strategies of NIPAM;
- Promote the image and brand of NIPAM in relevant global, regional and local context and with related partners, supporters and clients.

Educational / Technical Qualifications required:

- Serving or retired central or state government official
- Experience of having served at senior level in an eminent national or State level institutions in the area of public administration such as Lal Bahadur Shastri National Academy of Administration, Indian Institute of Public Administration, or any other similar Institute.
- Masters degree in Public Administration, Public Policy, Law, Management, Social Sciences or any other relevant field;(This could be substituted by suitable domain experience.)
- High level academic and human development competencies;
- Strong analytical skills and proven ability to work independently;
- Fluency in English with good written and oral communications skills;
- Experience of interaction with international agencies and foreign governments
- Ability to conduct Training Needs Analysis, to compile curriculum and training material, and to facilitate training programmes

- Good Knowledge of Administrative structure of training institutions.
- Age between 50 and 65 years.

Individuals who are interested to be considered for deputation/consultation may send their bio-data by e-mail to ustc2@mea.gov.in . The last date of receipt of application is 25 March 2013. Shortlisted candidates will be required to attend an interview in New Delhi at their own expense. The decision of the Ministry of External Affairs with regard to selection shall be final and binding on all.