



Pro-Ed Akademie

A Christian Afrikaans Private school of choice in Swakopmund
has the following vacancies. Professional teachers who meet the
requirements are invited to apply:

MANAGEMENT POSITIONS

HEAD OF DEPARTMENT : SENIOR PRIMARY GRADE 4 – 7

Minimum 5 years' teaching experience and experience in similar post

PRIMARY SCHOOL PRINCIPAL

Minimum 8-10 years' teaching experience and management experience

HIGHSCHOOL PRINCIPAL

Extensive knowledge and background of, as well as liaison with the IEB, is a prerequisite.
Minimum 8-10 years' teaching experience, as well as broad management experience

DEPUTY PRINCIPAL

Minimum 8-10 years' teaching experience, as well as broad management experience
Association and liaison with North-West University will be an advantage

In addition to the above, skills and minimum requirements include:

- Academic and professional education qualification from an accredited tertiary institution
- Candidate should be fully bilingual (Afrikaans & Engels)
- Knowledge of curriculum and related matters for department/phase/division
- Passion for education and ability to establish and sustain relationships with all stakeholders
- Excellent administrative and communication skills
- Ability to manage a dynamic team and lead younger staff members
- Strategic thinking, management skills and proven business acumen
- Ability to direct, implement and manage rapid changes in education, together with a vision and ability to integrate online teaching, e-learning and technology into education
- Personal commitment to professional development and Christian education and a willingness to contribute to the values and ethos of the school
- Namibian citizenship / permanent residency

Duties involve the following, but are not limited to:

- Create effective educational atmosphere and manage quality, effectiveness and drive progress
- General management and administration of department/phase/division, in co-operation with the principal, financial manager and management board
- General management, planning, promotion, marketing and performance assessment in terms of education, extramural activities (sport & culture), discipline and staff
- Responsible for stock, school equipment and asset management of department/phase/division
- Specific duties and responsibilities will be determined in co-operation with the principal.
- Candidate will report to the principal in terms of assignments and responsibilities.

Please indicate clearly in your cover letter which position you are applying for.

Submit application to: The Principal, PO Box 2085, Swakopmund or e-mail to proedvacancy@gmail.com

Application must be accompanied by a comprehensive Curriculum Vitae with certified copies of qualifications, identity document/passport and proof of Namibian citizenship.

Closing date for application : 1 September 2021

Commencement of duty : 1 January 2022

Only shortlisted candidates will be contacted. Please regard your application for this position as unsuccessful if you have not received notification for an interview 2 weeks after closing date.
Pro-Ed Akademie reserves the right to not issue any notification or to not make an appointment.