



IDM invites applications from suitably qualified and experienced individuals for the following position tenable at Gaborone Office.

ASSISTANT DIRECTOR- ACADEMIC AND LEARNER SUPPORT (5 YEARS FIXED CONTRACT)

The Institute of Development Management (IDM) was established in 1974 as a regional institution by the Governments of Botswana, Lesotho and Eswatini (“participating member states”). IDM has shaped futures of many Batswana with executive development courses and long term training, and continue to achieve its mandate through helping the public and private organizations to meet their management needs through Education, Training, Consulting and Research services. IDM Botswana has campuses in Gaborone and Francistown.

IDM therefore invites applicants from suitably qualified and experienced individuals for the following position:

ASSISTANT DIRECTOR- ACADEMIC AND LEARNER SUPPORT

Main Purpose of the Job:

- Manage, direct, coordinate and supervise IDM’s academic and learner support services.
- Lead the internal organisation of Academic and Learner Support Department (A&LSD), create a proper work environment and manage its resources for achieving its goals.
- Promote and support cross- functional exchanges and operations among divisions in Academic and Learner Support Department.
- Drive any required organisational and cultural changes in Academic and Learner Support Department
- Ensure all relevant policies, regulations and codes of ethics are cascaded down and adhered to throughout Academic and Learner Support Department.

DUTIES AND RESPONSIBILITIES

- Participate in defining, reviewing and updating IDM strategic directions
- Contribute to the preparation of IDM operating plans/budgets
- Ensure that A&LSD’s vision, work environment and operations are aligned to IDM mission, vision, values, strategies and goals
- Promote and support cross-functional exchanges and operations and among the divisions within A&LSD.
- Coordinate with the Regional Office for the development of policies and strategies that are relevant for the conduct of A&LSD mandate.
- Ensure overall implementation of cost effective and value-driven systems, rules, regulations, standards, procedures, guidelines and instruments needed to perform A&LSD’s work, and ascertain that staff are trained to use and comply them in the conduct of their activities.
- Plan A&LSD activities: a) Determine priorities b) Prepare work plan c) Schedule work and estimate resource needs d) Allocate and delegate tasks whilst retaining overall accountability.
- Direct management and oversee Academic and Learner Support Department operations.
- Analyse findings and recommendations in quality/internal audit reports, and ensure that recommendations are implemented.
- Ensure that improvement measures transpiring from action research and pertaining to A&LSD services are implemented.
- Promote and internalise the principle of quality, innovation,

efficiency and productivity in A&LSD’s operations and the cultural norms.

- Advice Country Director and Local Board on all matter related to academic and learner support services.

QUALIFICATIONS

At least Master’s Degree in Education or any other relevant qualification.

EXPERIENCE

A minimum of 10 years of experience, including significant working exposure in education/ training environment. This must include at least 5 years in a Senior Management Position.

REQUIRED COMPETENCIES

Technical Competencies

- Excellent knowledge of management principles in an education/ training institution
- Knowledge of policies, procedures and processes from at least two (2) of the following areas; student registration, assessments, statistical research, library and information management, instructional technology, marketing and communication.
- Computer literate, experience with systems and applications relevant to own work area.

REMUNERATION

IDM offers a wide range of competitive benefits.

APPLICANTS:

If you feel you meet the profile of the required candidate and you are interested in the job, you may email your application including curriculum vitae, ID certified copies of academic records, and, three references to:

Human Resource and Administration Manager
Institute of Development Management
P. O. Box 1357
Gaborone
Botswana

Email:

recruitment@idmbls.ac.bw

Closing Date: 12th June 2023

Closing Time: 1630hrs

NB: ONLY SHORTLISTED APPLICATIONS WILL BE RESPONDED TO.