

Reporting to: Head - Finance & Administration

Purpose: Daily coordination of all Assets. Acts as a point of contact between VTC and the NTA with regards to Asset management and Stock control.

Key Performance Areas

- Manage Assets and Stock at the VTC
- Coordinate the development of Asset management systems at the VTC
- Audit Assets at the VTC
- Verify the implementation of applicable policies.
- Monitor stock taking
- Revise the Asset management and maintenance functions
- Administer documents and records of the Assets function
- Support operational and administrative systems implementation
- Maintain and update the institution's Asset registers regularly
- Responsible for Asset budgeting, Asset scrapping and replacements

Qualifications and Experience:

- Grade 12
- Trade Certificate or post-secondary qualification related to Logistics or Asset Management
- Five years Asset and Maintenance experience

Other Competencies:

- Knowledge of Asset management
- Knowledge of record management
- Knowledge of Budgeting
- Project management skills
- Analytical skills
- Good coordinating skills
- Good communication and interpersonal skills
- Good organizational skills
- Computer literate
- Valid driver's license

Closing Date: 21 October 2015

Applications should be directed to the Centre Manager at the relevant Vocational Training Centre (VTC); by email or couriered or hand-delivered. **Valombola Vocational Training Centre – VVTC. Private Bag 5516, Oshakati; Tel.: 065-230167; Email: tmalangu@valombola.vtc.org.na**

The NTA is an Equal Opportunity Employer and candidates from designated groups are encouraged to apply. Please note that reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates may be contacted. The NTA reserves the right not to make any appointment in this position.

