



CENTER MANAGER (GRADE D5)

Duty Station: Eenhana Vocational Training Centre (EVTC)

Reporting to: General Manager: Operations

Purpose: To provide strategic leadership and guidance to ensure that the Vocational Training Centre (VTC) delivers on its mandate of quality training and related services in line with industry and other stakeholder needs.

Key Performance Areas:

- Develop and oversee the implementation of the VTC's strategic deliverables, including expansion, growth, coordination and compliance to national VET standards;
- Develop and implement business plans;
- Foster and enhance strategic relationships with key internal and external stakeholders;
- Direct and coordinate all VET programmes in terms of diversification and innovation;
- Manage financial resources – budgeting control, risk management and financial prudence;
- Manage employees in respect of performance and disciplinary and grievance matters;
- Compile and submit regular reports as required;
- Oversee and direct the publications of the VTC; and
- Ensure sound administration and a positive organisational climate.

Qualifications and Experience:

- Technical qualification (NQF Level 6);
- Minimum 10 years' relevant experience, of which at least 6 years must have been on management level in a medium size/large organisation in the public/private sector; and
- Experience in managing a public/private training institution will serve as a distinct advantage.

Other Competencies:

- Knowledge of VET – national, regional and international;
- Knowledge of the community in which the VTC operates;
- Knowledge of budgeting and financial management;
- Strong analytical, problem solving and decision-making skills;
- Strong management and leadership skills;
- Strong interpersonal and communication skills (verbal and written);
- Excellent report writing skills;
- Excellent organisational skills;
- Computer literate;
- Ethical with high emotional intelligence (EI), and;
- High stress tolerance level.

Closing Date: 06 February 2018

The NTA offers an excellent working environment and competitive remuneration for prospective employees. Affirmative action designated groups are encouraged to apply.

Applications should be emailed to: hr@nta.com.na or sowosoas@nta.com.na, or couriered, mailed or hand delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 279 550. No faxed applications will be accepted.

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.