



Republic of Namibia

Ministry of Higher Education,  
Training & Innovation

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# VACANCY

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## NAMIBIA TRAINING AUTHORITY IN COLLABORATION WITH THE MINISTRY OF HIGHER EDUCATION, TRAINING & INNOVATION

**ADMINISTRATIVE OFFICER (COMPLIANCE INSPECTOR)**  
× 4 (Duty Station: NTA Head Office)

(2 Year Fixed-term employment agreement)

**Job Grade D2**

**Reporting to:** GM: National Training Fund

**Purpose:**

The primary purpose is to promote, monitor and enforce compliance in accordance with the Vocational Education and Training (VET) Act, Act No. 1 of 2008, insofar as it relates to the collection and disbursement of the VET Levy, by the Namibia Training Authority (NTA).

**Key Performance Areas:**

- Promote, monitor and enforce compliance with the VET Act, insofar as it relates to the VET Levy (payment and disbursement);
- Identify and notify the National Training Fund (NTF) Department of employers who have failed to register, or who have submitted incorrect registration;
- Identify and notify the NTF of employers who have failed to submit monthly returns;
- Identify and notify the NTF of employers who have failed to make VET Levy payments;
- Identify and investigate employers who submit fraudulent Levy disbursement applications, recommend rejection of the application, repayment of the amount to the NTF and initiation of legal proceedings as appropriate;
- Conduct planned and ad-hoc inspections of employers not complying with the VET Levy Regulations and compile formal inspection reports;
- Assist the NTF in analysing registration, collection and disbursement trends to determine adherence and compliance to the VET Act, associated VET Levy Regulations and NTF processes and procedures; and
- Advise and assist the NTF on compliance interventions to enhance stakeholder buy-in.

**Qualifications and Experience:**

**Minimum Requirements:**

- A diploma or equivalent qualification on NQF Level 6 in Police Science, Accounting, Auditing, or a related field.
- At least 5 years' experience in the areas of:
  - Auditing;
  - Investigation/prosecution/litigation of commercial/public sector cases; or
  - Taxes or revenue collection and disbursement, forensic audit and/or payroll.

**Supplementary Requirements:**

- An appropriate Bachelor's Degree
- Experience in debt recovery; and
- Experience at a supervisory level will serve as an added advantage.

**Other Competencies:**

- Ability to communicate effectively in both written and oral formats;
- Ability to work on one's own initiative;
- Ability to work in a team environment;
- Ability to compile detailed and comprehensive reports;
- Ability to investigate and interrogate; and
- Computer proficiency.

Applicants must complete **Amended Application Form 156043 & 156094** (Obtainable at all Government offices) together with a comprehensive Curriculum Vitae, original certified copies of educational qualifications, identity documents and testimonials, which should be emailed to: **hr@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.

**Failure to complete all items on the application form and not attaching the required documents will disqualify the application.**

**Closing date:** 13 March 2020

**Enquiries:**

**HR Officer:** Sieglinde !Owos-oas

**Phone:** +264 61 2078550

**Email:** sowosoas@nta.com.na



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