

**Curriculum Coordinator
(Grade C4)**

Duty Station: Valombola VTC (Ongwediva)

Reporting to: Head - Career Programmes

Purpose: Daily Coordination of all curriculum related functions, regular review of unit standards, training materials, training tools and equipment.

Key Performance Areas:

- Curriculum Coordination
- Quality Assurance
- Continuous improvement
- Coordinate the development of training delivery guides at the VTC
- Coordinates development of training manuals at the VTC
- Mentoring/Coaching and Support of Curriculum Implementation
- Reports on planned activities and progress as required.

Qualifications and Experience

- Recognised trade certificate or post-secondary qualification in an area related to VET curriculum or equivalent
- Minimum of 3 years VET Teaching experience

Other Competencies

- Excellent Communication Skills
- Adult teaching and learning skills
- Interpersonal skills
- Management and organizational skills
- Negotiation skill
- Report writing skills
- Computer literacy

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.



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