

**General Manager: National Training Fund (NTF)
(Job Grade E2)**

Reporting to: Chief Executive Officer (CEO)

Purpose: To strategically lead the National Training Fund Department in the execution of its statutory mandate as per the Vocational Education and Training (VET) Act, No. 1 of 2008, in terms of the key VET Levy administration functions, i.e. collection, compliance and disbursement. This includes ensuring an efficient, effective and sustainable Fund.

Key Performance Areas:

- Plan, develop and execute strategic initiatives in respect of the National Training Fund (NTF);
- Develop and implement business plans for the NTF Department;
- Develop, implement and maintain appropriate policies and standard operating procedures;
- Oversee the VET Levy collection, compliance and disbursement functions;
- Foster and enhance strategic relations to ensure stakeholder satisfaction, return on investment and compliance to Service Level Agreements (SLAs);
- Advise the National Training Fund Council (NTFC) on fund-related matters;
- Manage financial resources - budget control, risk management and financial prudence;
- Monitor and assess the impact of allocated funds;
- Provide strategic leadership in terms of performance, discipline and personal development;
- Compile and submit regular reports.

Qualifications and Experience:

- Master's Degree in Finance/Business Administration, or related fields;
- 10 years' relevant experience, of which at least 5 years must have been at middle or senior management level in a similar environment, in a medium size/large organisation in the public/private sector; and
- Experience in managing a public/private educational institution will serve as a distinct advantage.

Other Competencies:

- Corporate Governance;
- Sound management and leadership skills;
- Analytical, problem-solving and decision-making skills;
- Strong interpersonal and excellent communication skills (verbal and written);
- Excellent organisational skills;
- Computer literate;
- Must be visionary and innovative;
- Sound ethics with high emotional intelligence (EI); and
- High stress tolerance level.

Closing Date: 09 April 2018

The NTA offers an excellent working environment and competitive remuneration for prospective employees. Applications should be emailed to: hr@nta.com.na or sowosoas@nta.com.na, or couriered, mailed or hand delivered



NAMIBIA TRAINING AUTHORITY

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. Reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates will be contacted. The NTA reserves the right not to make any appointment in this position.