



NAMIBIA TRAINING AUTHORITY

HEAD OF CAREER PROGRAMMES (Grade D4)

Duty Station: RVTC

Reporting to: **Centre Manager**

Purpose: To manage the implementation of training programmes, including professional development of VET trainers; ensure relevance and quality of training programmes; lead departmental strategic planning, monitoring, evaluation and reporting; and oversee the review of policies/procedures.

Key Performance Areas:

- Management and quality assurance of training programmes;
- Management of teaching, learning and assessment;
- Curriculum development and implementation;
- Professional development of VET trainers;
- Career management; and
- Monitoring, evaluation and reporting.
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Qualifications and Experience:

- National Technical/Trade Diploma (N6), or equivalent qualification;
- Ten (10) years' experience as VET trainer;
- Five (5) years' experience at supervisory level;
- Five (5) years' industry experience.

Other Competencies:

- Excellent interpersonal, communication and presentation skills
- Adult teaching and learning skills
- Management and organizational
- Negotiation skills
- Report writing skills
- Computer literacy

Closing Date: 04 August 2017

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.