



NAMIBIA TRAINING AUTHORITY

MANAGER: ASSESSMENT AND CERTIFICATION

Paterson Job Grade D4

Reporting to: General Manager: TVET Regulation

Duty Station: Head Office (Windhoek)

Purpose: To oversee and coordinate all assessment and certification functions to ensure functionality and sustainability in line with required standards and to safeguard the certification process and procedures.

Key Performance Areas:

- Develop, review and implement divisional processes, policies, procedures and guidelines;
- Establish stakeholder fora and information sharing platforms to reinforce relationships and maintain sound networking mechanisms;
- Conduct research on best practice regarding competency-based assessment and related aspects;
- Liaise with and provide timely information and feedback to training institutions and other stakeholders on all national assessment matters and processes;
- Liaise with stakeholders on curriculum implementation processes and national assessment demands;
- Manage the reinforcement of continuous maintenance and feedback on national assessment tools and instruments;
- Confirm registration status for occupational areas and National Qualifications Framework (NQF) levels for which national assessment is required;
- Manage the development, moderation, review, readiness, integrity and quality of all required assessment tools and instruments, supportive materials and guides for various occupational areas as registered on the NQF;
- Manage implementation of national assessment processes to ensure compliance to the assessment framework;
- Manage the timeous release and award of certificates and statements of achievements;
- Compile and manage divisional budget;
- Compile and submit reports as required; and
- Manage employees in terms of performance, disciplinary matters and personal development.

Qualifications & Experience:

- Relevant Bachelors Degree or equivalent qualification; and
- Seven (7) years' relevant experience of which three (3) years in a supervisory capacity.

Other Competencies:

- Knowledge of the Technical and Vocational Education and Training (TVET) system, frameworks and processes;
- Knowledge of national assessment arrangements and curriculum and unit standards development;
- Sound management and leadership skills;
- Strong interpersonal and excellent communication skills (verbal and written);
- Analytical, problem-solving and decision-making skills;
- Good assertiveness, accuracy and judgment and high stress tolerance; and
- Must have a valid drivers' license.

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 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. Applications without supporting documentation will not be considered.

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.

CLOSING DATE: 3 JULY 2018