



NAMIBIA TRAINING AUTHORITY

## **PROJECT OFFICER (11 Months Contract)**

**DUTY STATION:** Head Office

**Report to:** Manager Capital Projects

**Purpose:** To effectively oversee the execution of the Capital Expansion (CAPEX) projects as per strategic plan.

### **Key Performance Areas:**

- Provide general project management services for a variety of key Capital Expansion Projects and to ensure that goals of projects are accomplished within prescribed time frame and funding parameter;
- Identifies assigned project resources and logistical needs and requirements;
- Consult with relevant parties (unit) to obtain input with regard to identified project need;
- Plan and compile a detailed project proposal with regard to the required project;
- Implements and managed the project in accordance with agreed scope;
- Provide assistance to the CAPEX Project Manager as per the VET Expansion Plan in reference to the feasibility report;
- Monitors and evaluates the project and provide detailed feedback on the progress of the project;
- Initiate Project Management Training; and
- Adhoc duties as and when required.

### **Qualifications and Experience:**

- Bachelor or B-Tech Degree in Project Management/ Quality Surveying/ Architect/ Structural and Civil Engineer or related qualification from a recognised institution;
- Minimum 5 years working experience of in the Construction Industry;
- Formal training in project management and formal Project Management Certification (PMP) will serve as an added advantage; and
- Must have project management experience preferably in the Construction Industry.

### **Other Competencies:**

- Computer applications and uses for project management activities;
- Communication and skills (witting and presentation);
- Negotiation and Interpersonal skills;
- Analytical skills;
- Planning and organisational skills;
- Computer Literacy;
- Project management skills;
- Skills in oral and written technical and/or general communication including preparation of written reports;
- Considerable presentation skills;
- Considerable problem solving and decision making skills;
- Ability to interpret and make decisions not within established policies and practices; and
- Ability to communicate and provide direction to peers and assigned personnel.

**Closing Date: 03 November 2017**

Applications should be emailed to: [hr@nta.com.na](mailto:hr@nta.com.na) or [sowosoas@nta.com.na](mailto: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 61 207 8550. No faxed applications will be accepted.