

**SME Projects Coordinator
(Grade C4)**

Duty Station: Valombola VTC (Ongwediva)

Reporting to: Head - Trainee Support

Purpose:

- Planning, overseeing and monitoring the implementation of the VTC Projects.
- Introduce Progress Monitoring Plans for quality output of trainees on production unit
- Rendering advisory/auxiliary services to the Centre Management
- Engage Stakeholders and relevant line Ministries.

Key Performance Areas:

- Manage all SME and VET service related projects
 - Report on a monthly basis to the Head of Trainee Support on project progress at the VTC
 - Assist the Head of Trainee Support with planning and budgeting in respect of related needs
 - Supervise all activities related to the effective and efficient use of conference facilities.
 - Disseminate information concerning events to staff, trainees and interested parties
 - Design an annual activity plan for income generating activities and implement the plan in conjunction with the Centre Management
 - Market facilities of the VTC to the general public and service providers in conjunction with the Public Relations Officer
 - Assist with the management of conference facilities by performing administrative tasks
 - Liaise with the Finance Office with respect to all fees charged
 - Provide quotations and invoices to all prospective clients
 - Ensure effective communication with customers
 - Adheres strictly to the procurement procedures of the VTC.
 - Communicate with staff, trainees, and other stakeholders how best to raise funds and utilize funds for Extra-Curricular activities
 - Attend meetings as required
- Performs all other tasks as required by the Head of Career Programmes

Qualifications and Experience:

- Grade 12
- Relevant Trade Diploma and a diploma/certificate in entrepreneurship/small business management.
- Five year's experience of project coordination
- Valid Driver's License

Other Competencies:

- Knowledge of SME and VET related projects
- Good coordinating skills
- Project management skills
- Marketing skills
- Excellent communication skills
- Adult teaching and learning skills
- Strong interpersonal, organisational and report writing skills
- Computer literacy
- Customer service orientated
- Valid Driver's Licence

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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