



NAMIBIA TRAINING AUTHORITY

**Temporary Project Manager – NTF
(3 Months Contract)**

Duty Station: Head Office

Reporting to: General Manager: National Training Fund

Key Performance Areas

- 1. Deliverables/Output: - Assess the ability and functionalities of existing VETERP system**

Providing a roadmap outlining remediation, if any, based on the Gaps Analysis
This initial assessment will determine/ confirm time and resources needed for the project.

Recommend (based on merits) whether to continue with VETERP or a NEW system is required.

If recommendation is to continue with VETERP, the deliverables are to:

- Develop project charter (go-forward implementation plan)
- Manage VETERP system implementation to conclusion
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If recommendation is to acquire NEW system, the deliverables are to:

- Develop tender document for the acquisition of the NEW system
- Develop the project charter
- Manage NEW system implementation to conclusion

Qualifications and Experience:

- B degree/ Professional Qualification (or equivalent experience)
- IT skills in system design, implementation and system analysis will be an advantage.

Other Competencies:

- Knowledge and experience of Project Management including but not limited to:
- Systems implementations in complex and regulated environments.
- Tested Methodologies, tools and techniques
- Operating across business functions, particularly IT, HR and Finance.
- Comfortable with large amounts of data.
- Change management experience is beneficial.
- Management & leadership skills with the ability to operate as a strong team player.
- Ability to communicate across diverse stakeholders; good networking and influencing skills.

Closing Date: 05 April 2019

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.