



NAMIBIA TRAINING AUTHORITY

**VOCATIONAL EDUCATION AND TRAINING (VET) TRAINER: ENGLISH COMMUNICATION  
(Job Grade C3)**

**DUTY STATION: EENHANA VOCATIONAL TRAINING CENTRE (EVTC)**

**Report to: Head of Career Programmes**

**Purpose:** To train the trainees in the methodologies of effective teaching in the respective subject matter in order to transfer knowledge and skills to the trainees

**Key Performance Areas**

- Teach trainees in the principles, techniques and processes of training
- Prepare and present training material to trainees
- Design assessment tools and administer internal assessment
- Maintain accurate and complete trainee records as required
- Responsible for classroom and workshop management; and
- Communicate effectively with all relevant parties (trainees, management, team members and industries) in all required formats.

**Qualifications and Experience**

- Relevant Trade Diploma (Completed relevant apprenticeship plus National Vocational Instructor Certificate or equivalent);
- Minimum three (3) years relevant experience in trade with at least one (1) year teaching experience will be an advantage

**Other Competencies**

- Knowledge of respective subject matter
- Knowledge of training principles and methodologies
- Experience in developing respective course materials;
- Experience in workshop management and the maintenance of equipment;
- Excellent English communication and presentation skills; and
- Knowledge of Word, Excel, Power Point and general methods of data presentation.
- Good Organisational skills
- Record management skills
- Learner orientation important

**Closing Date: 4 AUGUST 2017**

Applications should be directed to the Centre Manager at the relevant Vocational Training Centre (VTC); by email or couriered or hand-delivered. **Eenhana Vocational Training Centre-EVTC. P.O Box 13434, Eenhana Tel.: 065-263600. Email: [apaulus@evtc.edu.na](mailto:apaulus@evtc.edu.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.