



NAMIBIA TRAINING AUTHORITY

**VET TRAINER: OFFICE ADMINISTRATION (Grade C3)**  
**Duty Station: Gobabis Vocational Training Centre (GVTC)**

**Report to:** Acting Centre Manager

**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); and
- 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;
- Knowledge of Word, Excel, Power point and general methods of data presentation;
- Good Organisational skills;
- Record management skills; and
- Learner orientation important.

**Closing Date: 06 February 2018**

Applications should be directed to the Centre Manager by email or couriered or hand-delivered.

**Gobabis Vocational Training Centre – GVTC**  
**P O Box 857, Gobabis Address as GVTC. Tel.: 062 565 212**  
**Email: Ernst Eixab- [eeixab@nta.com.na](mailto:eeixab@nta.com.na) , [gvtcadministrator@iway.na](mailto:gvtcadministrator@iway.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.