



NAMIBIA TRAINING
AUTHORITY

LIAISON OFFICER (GRADE C3)

Duty Station: Rundu VTC (RVTC)

Reporting to: Centre Manager

Purpose: Responsible for marketing, stakeholders' engagement and job attachment placements.

Key Performance Areas

- Promotion of VTC
- Attachment Programme
- Social Media
- Run and guide the affairs of TRCs
- Monitor and promote graduate destinations

Qualifications and Experience

- A National Diploma in Public Relations/Marketing/Media/Communication or equivalent qualification from a recognised institution (NQF Level 6)
- Three (3) years' relevant experience

Other Competencies

- Communication and Interpersonal Skills
- Report Writing Skills
- Organising Skills
- Computer literacy skills

Other Requirement

- Driver's License

Closing Date: 19 April 2024

Applications should be emailed to: hr@nta.com.na or couriered and hand-delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 2078 550.

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 will be contacted. Only certified documents will be accepted. **All applicants with foreign qualifications must submit their application(s) by attaching their Namibia Qualifications Authority (NQA) evaluation results/records.**

The NTA reserves the right not to make any appointment in this position.