

## ASSESSMENT AND CURRICULUM COORDINATOR (GRADE D1)



NAMIBIA TRAINING  
AUTHORITY

**Duty Station: Keetmanshoop VTC**

**Report to: Head of Training**

**Purpose:** To coordinate curriculum implementation and assessment of trainees at the VTC.

### Key Performance Areas

- Assessment Coordination - Coordinate the development, review and moderation of assessment instruments, including internal assessment instruments.
- Curriculum Coordination - Conduct quality assurance of all training materials (manuals, tools and equipment) used at the VTC.

### Qualifications and Experience

- A Diploma in Education or related qualification from a recognised institution (NQF Level 6)
- Three (3) years relevant experience
- VET Act, NQF Regulations, National Assessment Framework, Regulations for registration of Training Providers, Code of conduct for Assessment Designers, Assessors and Moderators, Candidates, VTPs

### Required Competencies

- Managing data skills
- Interpersonal skills
- Communication skills
- Writing skills

**Closing Date: 22 October 2025**

**Applications should be hand delivered at Keetmanshoop VTC at Portion A of RE/ERF 383 Keetmanshoop OR 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.