

ASSET MANAGEMENT AND MAINTENANCE COORDINATOR (GRADE C4)



NAMIBIA TRAINING
AUTHORITY

Duty Station: Keetmanshoop VTC

Reporting to: Head of Finance and Administration

Purpose: Responsible for the overall coordination of Asset Management and Maintenance at the VTC.

Key Performance Areas

- Asset Management
- Maintenance
- Fleet management
- Safety and security
- Project Management
- Staff Management

Qualifications and Experience

- A National Diploma in Supply Chain Management or/Records Management or related qualification from a recognised institution (NQF Level 6).
- Three (3) years relevant experience of which one (1) year supervisory experience (Asset Management and Maintenance).

Required Competencies

- Communication and Interpersonal skills
- Supervisory skills
- Report 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.