

HEAD OF TRAINEE SUPPORT (GRADE D4)

Duty Station: Keetmanshoop VTC

Report to: Centre Manager



NAMIBIA TRAINING
AUTHORITY

Purpose: To manage trainee support services at the VTC in line with NTA's Strategic and Business Plan.

Key Performance Areas

- Planning and policy formulation
- Trainee Admission and Registration
- Stakeholder engagement
- SME/Special projects
- Trainee Affairs
- Resource Centre
- Industrial Job Attachments
- Sport and Culture
- Hostel Management
- Counselling of trainees
- Administration
- Staff Management

Qualifications and Experience

- A Bachelor's Degree in Education or related qualification from a recognised institution (NQF Level 7)
- Seven (7) years relevant experience of which three (3) years should have been at supervisory capacity
- Driver's License will be an added advantage

Required Competencies

- Communication and Interpersonal Skills
- Report Writing and Managerial 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.