

## HEAD OF TRAINING (GRADE D4)

**Duty Station: Keetmanshoop VTC**

**Report to: Centre Manager**



NAMIBIA TRAINING  
AUTHORITY

**Purpose:** To manage the efficient delivery of all institutional Training at the VTC.

### Key Performance Areas

- Management of Career Programs
- Quality assurance of Teaching and Learning
- Professional Development of VET Trainers
- Orientation Program
- Administration
- Curriculum development and Implementation
- 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

- Excellent interpersonal, Communication and Interpersonal Skills
- Management, Negotiating and Organisational skills
- Adult Teaching and Learning skills
- Report Writing and Computer Literacy 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.