

LIAISON OFFICER (GRADE C3)

Duty Station: Keetmanshoop VTC

Report to: Centre Manager



NAMIBIA TRAINING
AUTHORITY

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 related qualification from a recognised institution (NQF Level 6)
- Three (3) years' relevant experience
- Driver's License

Required Competencies

- Communication and Interpersonal Skills
- Report Writing and Organising Skills
- Computer literacy skills
- Event Management and Basic graphic designs
- Trainees Inductions
- External & Internal Relations

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.