



NAMIBIA TRAINING
AUTHORITY

REGISTRATION CLERK (GRADE B4)

Duty Station: Keetmanshoop VTC

Report to: Head of Trainee Support

Purpose: To administer the full registration process of trainees

Key Performance Areas

- Registration of trainees
- Administration of records

Qualifications and Experience

- A National Diploma in Office Administration/Public Management or related qualification from a recognised institution (NQF Level 6)
- Three (3) years of relevant experience

Required Competencies

- Communication skills
- Good Organisational skills
- Interpersonal skills
- Report writing skills
- Computer 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.