

VOCATIONAL EDUCATION TRAINING (VET) TRAINER: OFFICE ADMINISTRATION (GRADE C4)



NAMIBIA TRAINING
AUTHORITY

Duty Station: Zambezi VTC (ZVTC)

Report to: Head of Training

Purpose: To train the trainees in the methodologies of effective teaching in the respective subject matter in order to transfer knowledge and skills to the trainees

Key Performance Areas

- Teach trainees in the principles, techniques and processes of training (CBET)
- Prepare and present training material to trainees
- Design assessment tools and administer internal assessment
- Maintain accurate and complete trainee records as required
- Responsible for classroom and workshop management; and
- Communicate effectively with all relevant parties (trainees, management, team members and industries) in all required formats.

Qualifications and Experience

- A National Diploma in Office Administration (NQF Level 5)
- Completed relevant apprenticeship plus National Vocational Instructor Certificate or equivalent qualification from recognised institution (NQF Level 5).
- Minimum three (3) years relevant experience in the trade with at least one (1) year teaching experience will be an advantage
- Driver's Licence

Required Competencies

- Knowledge of respective subject matter
- Knowledge of training principles and methodologies
- Experience in developing respective course materials
- Experience in workshop management and the maintenance of equipment
- Excellent English communication and presentation skills
- Knowledge of Word, Excel, Power point and general methods of data presentation
- Good Organisational and Record Management skills

Closing Date: 17 October 2025

Applications should be directed to the HR Officer at the relevant Vocational Training Centre (VTC); by couriered or hand-delivered.

Zambezi Vocational Training Centre – ZVTC
Private Bag 1064, Katima Mulilo.
Tel.: 066-253264

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.

