



GENERAL MANAGER: LEVY ADMINISTRATION (GRADE E2)

Duty Station: Head Office

Reporting to: Chief Financial Officer

Purpose: To strategically lead the National Training Fund Department in the execution of its statutory mandate as per the Vocational Educational and Training Act, 2008, Section 24, in terms of the key levy administration functions: collection, compliance and disbursements. This includes ensuring an effective, efficient and sustainable fund.

Key Performance Areas

- Budget Management
- Strategic Planning
- Fund Management
- Stakeholder Management (Internal- and External)
- Leadership

Qualifications and Experience

- A Master's Degree in Accounting/Finance or equivalent qualification from a recognised institution (NQF Level 9).
- Ten (10) years relevant experience of which five (5) years at middle management / senior management level (fund environment).
- Driver's Licence

Required Competencies

- Lateral thinking skills
- Inductive- and deductive reasoning skills
- Leadership and Analytical skills
- Risk assessment skills
- Business systems applications skills
- Interpersonal communication skills
- Financial analysis skills

Closing Date: 21 April 2026



NAMIBIA
TRAINING
AUTHORITY

Applications should be couriered or hand-delivered at 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.

