



NAMIBIA  
TRAINING  
AUTHORITY

## **ADMINISTRATION OFFICER (GRADE C1)**

**Duty Station: Nakayale VTC (NVTC)**

**Report to: Centre Manager**

**Purpose:** Provides effective and efficient administrative support to the Office of the Centre Manager.

### **Key Performance Areas**

- Administration
- Logistics of Equipment
- Correspondence and Communication
- Budget - Administrative Expenditures and Purchase Requests

### **Qualifications and Experience**

- A National Diploma in Office Administration or equivalent qualification from a recognised institution (NQF Level 6)
- Three (3) years relevant experience (Administrative Assistance / Office Administrator)

### **Other Competencies**

- Communication skills
- Interpersonal Skills
- Report Writing skills
- Organising skills

**Closing Date: 12 May 2026**

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

**Nakayale Vocational Training Centre-NVTC  
Private Bag 910, Outapi  
Tel.: 065-250067**

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.**