

NAMIBIA NATIONAL TRAINING ORGANISATION (PTY) LTD
TRADING AS
WINDHOEK VOCATIONAL TRAINING CENTRE (WVTC)

EXTERNAL ADVERTISEMENT



1. **Private Secretary / Personal Assistant to Centre Manager x 1**
Report to: Centre Manager

Key Performance Areas:

- Responsible for providing secretarial and administrative support to the Centre Manager and the Board of Directors to ensure the efficient operation of the Centre Manager's office.

Minimum Qualification and Experience Requirements:

- Bachelor Degree in Office Business and Information Administration / Office Management or equivalent qualification.
- 3 years' experience as a personal assistant, secretary or administrative assistant in a professional environment.

2. **Assistant Accountant (Creditors) x 1**
Report to: Accountant

Key Performance Areas:

- Ensure that the transaction recording process is up to date
- Assist with the preparation of management accounts
- Do petty cash reconciliations and follow up on outstanding items
- Produce a weekly cash flow forecast
- Process and reconcile all creditors invoices to the accounting system monthly
- Avail proof of payments to all suppliers for record purposes
- Provide auditors with the required assistance, information and documents
- Assist with issues arise from the audit accounts management report.
- Assist in monitoring the execution of budget and variances
- Maintain the asset register i.e. additions, disposals and depreciation with the assistance of the procurement officer.

Minimum Qualification and Experience Requirements:

- Bachelor Degree in Accounting and Finance or equivalent qualification.
- 3 years working experience
- Knowledge of Pastel Accounting and Microsoft packages

3. **Instructor Turner/Fitter/Machinery – Contract Employment x1**
Report to: Senior Instructor

Key Performance Areas:

- To deliver quality training to the trainees in the subject matter or area of specialization through planning,
- Management of classroom / workshop,
- Formally and informally assess trainee progress to make them ready for final assessment.
- Plan and present theoretical and practical lessons,
- Offer input with respect to curriculum development.
- Develop teaching and learning materials.
- Perform assessment and moderation, classroom, and workshop facilitation.

Minimum Qualification and Experience Requirements:

- A recognized Diploma (NQF Level 6) Fitter and Turning /Machinery or equivalent qualification in Technical & Vocational Education (TVET) discipline.
- 3 years' experience as an instructor
- Proven working experience of 3 years practical in the industry.



Applications closing Date: 10 March 2026

All applications with certified documents should be directed to the HR Officer, by hand delivered by courier at Windhoek Vocational Training Centre, 11 Tsukhoe //Gowases Street, Khomasdal.

E-mailed applications will be automatically disqualified, NQA evaluation is compulsory for all foreign qualifications

Enquiries: Mrs. Fransiska Hamayulu-Hamukoto, Tel: +264 61 211 742/3,

The WVTC 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.

The WVTC reserves the right not to make any appointment in this position.