




Rubicon Security Services

Vacancy: Training Officer

Reference Code: RSS-TO2025

 **Location:** Tsumeb

Company Introduction:

Rubicon Security Services is a 100% Namibian-owned security company, established in 1997 and headquartered in Tsumeb, with operational branches across Windhoek, Swakopmund, and Walvis Bay. With a commitment to excellence, Rubicon provides a wide range of services including manned guarding, alarm systems, cash-in-transit, security training, communication solutions and equipment. As a leader in the security industry, we strive to maintain the highest standards of professionalism and service delivery.

Role Purpose:

We are seeking a dynamic and experienced **Training Officer** to join our team. The successful candidate will be responsible for designing, implementing, and overseeing training programs to ensure that all Rubicon personnel acquire the knowledge and skills required to perform their duties effectively and in line with our organizational standards.

Key Responsibilities:

- Identify training needs across departments and roles.
 - Develop and present effective training programs.
 - Facilitate in-house training sessions and workshops.
 - Evaluate training effectiveness and make improvements.
 - Maintain detailed records of all training activities.
 - Ensure compliance with internal and regulatory training requirements.
 - Assist in developing and monitoring the training budget.
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Minimum Requirements:

- Minimum of 5 years' experience in training, instructional design, or a similar role.
 - Strong communication, presentation, and organizational skills.
 - Proficiency in Learning Management Systems (LMS) and e-learning tools.
 - Ability to work independently and as part of a cross-functional team.
 - Fluency in English (Afrikaans is an advantage).
 - Namibian citizenship or permanent residency.
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Additional Requirements:

- Valid Code B (08) driver's license.
 - Willingness to travel between branches if required.
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Application Procedure:

Rubicon Group values diversity and equal opportunities for all candidates. To apply for this position, please visit our recruitment portal at www.jobopportunities.net . Ensure your application includes a cover letter, CV, and any relevant certifications.

Join Rubicon Group and contribute to our mission of providing top-notch security services to our clients nationally.

Application Deadline: 16 May 2025