



JOB ADVERTISEMENT

The National Youth Service, an equal opportunity employer, invites all interested candidates who have necessary experience to apply for the following position.

JOB TITLE : 1 X GERMAN TRAINING OFFICER, HOSPITALITY (C3)
DUTY STATION : RIETFontein Training Centre
EMPLOYMENT TYPE : TEMPORARY

PURPOSE OF THE JOB

To engage in workshop instruction and training, including the academic, administrative, educational and disciplinary aspects and to organize extra and co-curriculum activities to increase Trainee's knowledge and skills and prepare them for employment.

KEY PERFORMANCE AREAS (KPAs)

- Preparation and planning for training sessions (CBET).
- Evaluation, assessment, and moderation of trainee performance.
- Conduct practical and theoretical instruction in a classroom and workshop setting.
- Handle training administration and reporting duties.
- Provide support and mentorship to trainees;
- Maintain and monitor classroom and workshop inventories;
- Develop course materials tailored to program needs;

MINIMUM REQUIREMENT

- A National Diploma (NQF level 6) or higher, specializing in German language or an equivalent qualification in German language from an accredited institution. (foreign qualifications must be evaluated by the Namibia Qualifications Authority).
- At least three (3) years of relevant experience in a tourism or related hospitality environment, including one (1) years of teaching experience.
- Namibian citizenship

Supplementary requirements

- Proficiency in German language
- Proficiency in Microsoft PowerPoint, Word, and Excel.
- Strong skills in data presentation and reporting methods.
- Ability to conduct on-line training sessions

HOW TO APPLY

Application letter, CV and certified copies of qualifications as well as Identification Documents (ID) should be submitted to: recruitment@nys.com.na (kindly indicate the position applied for as a subject) or hand delivery to the Human Resources Department @ **NYS House, 12-14 Haddy Street, Windhoek West**. Candidates from designated groups as defined in the Affirmative Action Act (1998) will receive preference. Applicants who do not meet the criteria, need not to apply. **Only shortlisted candidates will be contacted.** The closing date for applications is **30 May 2025**. Enquiries: **Mrs. Anastasia Katoma @ 061 415522**.

