



COSDEF (Namibia Community Skills Development Foundation) is a registered Trust co-ordinating the activities of the network of Community Skills Development Centres (COSDECs), and the Arts and Craft Centre, providing competence based skills training to out of school youths and disadvantaged communities throughout Namibia, to enable them to participate in gainful economic activities.

The Support Unit (SU) provides the policy framework and maintains quality standards, through the provision of administrative and financial support and professional advice and guidance to the COSDECs and the Arts and Crafts Centre.

The Foundation is seeking a qualified and motivated individual for the following position

TRAINERS: 1 OFFICE ADMINISTRATION

POSITION	TRAINER: OFFICE ADMINISTRATION
LOCATION	COSDEC: Mahetago-Swakopmund
DURATION	PERMANENT

SPECIFIC REQUIREMENTS:

- Grade 12 or equivalent school leaving certificate
- A relevant qualification at NQF Level 3, N3 or equivalent in the occupations of Office Administration, Secretarial Studies or Information Communication Technology
- Possession of, or studying towards the VET Trainer Certificate or Equivalent Education Training and Development (ETD) practices qualification
- At least 1 years relevant working experience in the field of Office Administration, Secretarial Studies or Information Communication Technology
- 1-year experience as a Trainer in a vocational training or similar institution

KEY PERFORMANCE AREAS:

- Deliver NQF levels 1 and 2 equivalence course modules to trainees in the relevant occupational area, based on the national VET curricula aligned to NQF) registered unit standards, qualifications;
- Monitor trainees' progression through formative and summative assessments and record keeping thereof in conformity with national assessment arrangements for VET;
- Supervise trainees during both institutional training and job attachment periods and maintain records and report on trainee's progression in these activities;
- Maintain monthly inventory and stock control records and safeguarding of training tools, equipment and all other assets under their control;
- Ensure compliance of course training delivery and assessment plans with Foundation and Centre approved budgets and resource management guidelines;
- Comply with COSDEF and national health, and safety standards and policies and occupation specific environmental awareness requirements;
- Provide quarterly progress reports on trainees' enrolment, attendance, progression, retention and completion using COSDEF standard reporting formats.

ADDITIONAL REQUIREMENTS: ALL POSITION

- Candidates should be Namibian citizen.
- Be computer literate in the Microsoft Office suites.
- Be Self-motivated and results driven.
- Unemployed graduates qualified in this field are strongly encouraged to apply.



CLOSING DATE FOR APPLICATION: Friday 04 July 2025

Interested applicants should send an application letter, detailed Curriculum Vitae, certified copies of relevant academic and professional qualifications and reference letters/testimonials to:

**The Human Resources Manager
PO Box 4230
Vineta
Swakopmund**

OR

**Hand delivery at:
The Arts and Craft Centre, Corner of B1 and Airport road, Swakopmund.**

NB: Only Short-listed candidates will be contacted within one (2) week of closing date and no documents will be returned.

THE FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO THE UPLIFTMENT OF THE PREVIOUSLY DISADVANTAGED. WOMEN ARE ENCOURAGED TO APPLY.

