



NAMIBIA TRAINING
AUTHORITY

PROJECT COORDINATOR (GRADE C3)

Duty Station: Khorixas VTC

Reporting to: Centre Manager

Purpose: To administer, coordinate, monitor, and evaluate the projects undertaken by the institution, and to report regularly on the progress thereof.

Key Performance Areas

- Project management
- Coordination of projects and events
- Administration
- General

Qualifications and Experience

- A National Diploma in Project Management/Building and Civil Services or equivalent qualification from a recognized institution (NQF Level 6).
- Three (3) years' relevant trade experience in managing building and civil construction.
- Driver's Licence

Required Competencies

- Communication and Interpersonal skills
- Technical and Building skills
- Accounting and Budgeting skills
- Report writing and Computer Literate skills
- Organisational skills
- Negotiation and Networking skills
- Construction Projects Supervision

Closing Date: 30 April 2026

Applications should be couriered and hand-delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 2078 550 OR hand-delivered at Khorixas Vocational Training Centre (KVTC). ERF: 2287 Street: Main Street Khorixas.

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.

