



Republic of Namibia

## EXTERNAL JOB ADVERTISEMENT

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

**JOB TITLE : MANAGER NATIONAL SERVICE TRAINING (D3)**  
**REPORTING : THE POSITION REPORTS TO THE EXECUTIVE NATIONAL SERVICE TRAINING**  
**DUTY STATION : NYS HENTIES BAY TRAINING CENTRE**

### PURPOSE OF THE JOB

To effectively manage resources and coordinate National Service (Civic) Training division activities:

### KEY PERFORMANCE AREAS (KPA's)

- Ability to prepare all required logistics for National Service intakes prior to enlistment of recruits.
- Oversee and coordinate the intake applications process including shortlisting and enlistment of recruits in National Service Training.
- Serve as the Head of Henties Bay Training Centre by providing the necessary leadership and oversight over the administration of training at the Centre and including supervising staff members.
- Provide supervision and oversight over National Service Training and liaising with external stakeholders in providing National Service Training by different Service Representatives.
- Oversee delivery of practical Training and continuous periodical assessment thereto.
- Take charge of all training materials and equipment to ensure safe custody thereto.
- Coordinate Pass-Out Parades and ensure satisfactory delivery thereto.
- Chair Centre Management meetings and reports outcomes to Senior Management
- Continuously liaise with the Executive of National Service Training and Senior Management on the delivery of the training.

### MINIMUM REQUIREMENT

- An Hon Degree in Military Service / Police Science / Training and Development or related qualification. A Master will be an added advantage.
- Five (5) years of Para-Military Training, ideally in a military or police training or related discipline, experience as a Senior Training Officer
- Valid driver's license
- Experience in Curriculum Development would be an added advantage.

### SKILLS REQUIRED

- Presentation skills
- Report-writing skills
- Ability to communicate effectively
- Ability to exercise work integrity
- Inter-personal skills

Application letter, CV and certified copies of qualifications as well as Identification Documents (ID) should be submitted to: [recruitment@nys.com.na](mailto:recruitment@nys.com.na) or hand delivery to the Human Resources Department @ **NYS House, 12-14 Haddy Street, Windhoek West**. Preferences will be given to designated groups as defined in the Affirmative Action Act (1998). Applicants who do not meeting the criteria, need not to apply. **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

**Closing date:** 30 April 2022 **Enquiries:** Mr. lipumbu Indongo **Tel.no.** 061-415 512

