



NAMIBIA
TRAINING
AUTHORITY

DATA MANAGEMENT AND CERTIFICATION OFFICER (GRADE C3)

Duty Station: Head Office

Reporting to: Senior Officer: Data Management Certification

Purpose: Coordinate the implementation of all functions within the Assessment and Certification division pertaining to the Assessment Certification and data management processes that complies with prescribed standards.

Key Performance Areas

- Promote National assessment data management and certification processes.
- Administer and update National Assessment database.
- Monitor Assessment Certification process.
- Coordinate National Assessment Certification needs and processes.
- General

Qualifications and Experience

- A Diploma in Applied Statistics/ Mathematics/ Computer Science or related fields qualification from a recognised institution (NQF Level 6)
- Three (3) years relevant experience (Information systems or Data management)
- Two (2) year Vocational Training

Required Competencies

- Workshop Facilitation & Presentation skills
- Computer Literate (Microsoft Access and Excel – Advanced) skills
- Interpersonal relations skills
- Planning, organizing and presentation skills
- Assessment and moderation (advanced) skills
- Assessment material design (advanced) skills
- Data document and information management skills
- Business English proficient (Written and verbal) skills

Closing Date: 29 September 2026

Applications should be couriered or hand-delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 2078 550.

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.



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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.

