NAMIBIA TRAINING AUTHORITY

TEMPORARY ASSET MANAGEMENT AND MAINTENANCE COORDINATOR (SIX (6) MONTHS)

Duty Station: Valombola VTC

Reporting to: Head of Finance and Administration

Purpose: Responsible for the overall coordination of Asset Management and Maintenance at the VTC.

Key Performance Areas

- Asset Management
- Maintenance
- Fleet management
- Safety and security
- Project Management
- Staff Management

Qualifications and Experience

- A National Diploma in Logistics and Supply Chain Management or/Records Management or related qualification from a recognised institution (NQF Level 6).
- Three (3) years relevant experience of which one (1) year supervisory experience (Asset Management and Maintenance).

Required Competencies

- Communication and Interpersonal skills
- Supervisory skills
- Report Writing skills

Closing Date: 16 November 2026

Applications should be directed to the HR Officer at Valombola Vocational Training Centre (VTC); by courier or hand-delivery.

Valombola Vocational Training Centre – VVTC
Private Bag 5516, Oshakati,
Tel.: 065-234100

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.