NAMIBIA TRAINING AUTHORITY

VOCATIONAL EDUCATION TRAINING (VET) TRAINER: AIR-CONDITIONING & REFRIGERATION (GRADE C4)

Duty Station: Valombola VTC

Report to: Head of Training

Purpose: To train the trainees in the methodologies of effective teaching in the respective subject matter in order to transfer knowledge and skills to the trainees

Key Performance Areas

- Teach trainees in the principles, techniques and processes of training (CBET)
- Prepare and present training material to trainees
- Design assessment tools and administer internal assessment
- Maintain accurate and complete trainee records as required
- Responsible for classroom and workshop management; and
- Communicate effectively with all relevant parties (trainees, management, team members and industries) in all required formats.

Qualifications and Experience

- A National Diploma in Air-Conditioning & Refrigeration (NQF Level 5)
- Completed relevant apprenticeship plus National Vocational Instructor Certificate or equivalent qualification from recognised institution (NQF Level 5).
- Minimum three (3) years relevant experience in the trade with at least one (1) year teaching experience will be an advantage
- Driver's Licence will be an added advantage

Required Competencies

- Knowledge of respective subject matter
- Knowledge of training principles and methodologies
- Experience in developing respective course materials
- Experience in workshop management and the maintenance of equipment
- Excellent English communication and presentation skills
- Knowledge of Word, Excel, Power point and general methods of data presentation
- Good Organisational and Record Management skills
- Experience in innkeeper system and electronic learning (Moodle)

Closing Date: 16 November 2026

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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.