

The Foundation is seeking qualified individuals for the following positions:

EXTERNAL VACANCIES

POSITION 1 HOSPITALITY AND TOURISM (LEVEL 2) TRAINER
Accommodation Services and Food & Beverage Services - Strand B
LOCATION: COSDEC BENGUELA, LUDERITZ

POSITION 2
BRICKLAYING AND PLASTERING (TRAINER)

POSITION 3
PLUMBING AND PIPEFITTING (TRAINER)

REPORTING TO: CENTRE MANAGER
DURATION: PERMANENT
LOCATION: COSDEC-MAHETAGO (SWAKOPMUND)

HOSPITALITY APPOINTMENT REQUIREMENTS

- Grade 12 or equivalent school leaving certificate.
- A nationally recognised trade/technical qualification, at NQF Level 3, N3, equivalent or higher in Hospitality and Tourism studies, with specialisation in Food and Beverages.
- Possession of the VET Trainer Certificate or equivalent Education, Training Development (ETD) qualification. (Compulsory)
- At least 2 years' relevant industry work and/or training experience in the Hospitality and Tourism industry.
- 1 year's experience as a Trainer in a TVET, skills training or youth training institution.
- Experience working with out of school youth from underprivileged backgrounds.
- German proficiency as an added advantage for the position

ADDITIONAL REQUIREMENTS

- Be Namibian citizen;
- Be computer literate in the Microsoft Office suites;
- Be self-motivated and results driven;
- Be able to work with people from varied cultural and professional backgrounds;
- Be fluent in English and at least one of the local languages spoken within the catchment areas of the centre they are applying for

TRADE APPOINTMENT REQUIREMENTS

- Grade 12 Certificate or equivalent school leaving certificate.
- Relevant Trade Qualification at NQF Level 3 / N3 or equivalent in Bricklaying and Plastering, or Plumbing and Pipefitting.
- At least 1-year relevant working experience in Bricklaying and Plastering, or Plumbing and Pipefitting. 2 years' experience as a Trainer in a vocational training or similar institution.
- Possession of or currently studying towards: TVET Trainer Certificate or Equivalent Education Training and Development (ETD) practices qualification.

ADDITIONAL REQUIREMENTS

- Candidates should be Namibian citizen.
- Be computer literate in the Microsoft Office suites.
- Be Self-motivated and results driven.
- Unemployed graduates qualified in this field are strongly encouraged to apply.

KEY PERFORMANCE AREAS

- Deliver NQF levels 1 and 2 course modules to trainees in the relevant occupational area, based on the national Technical and Vocational Education and Training (TVET) curricula towards meeting National Qualifications Framework (NQF) registered unit standards, and qualifications.
- Monitor trainees' performance and progression through formative and summative assessments, analysis and record keeping thereof in conformity with national assessment arrangements for TVET.
- Supervise trainees during both institutional training and job attachment periods and maintain records and report on trainees' progression in these activities.
- Maintain monthly inventory and stock control records and safeguarding of training tools, equipment and all other assets under their control.
- Ensure compliance of course training delivery and assessment plans with Foundation and centre approved budgets and resource management guidelines.
- Comply with health and safety policies and trade specific environmental awareness requirements.
- Compile quarterly progress reports on trainees' attendance, progression and retention in the relevant course.
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The Foundation is seeking a qualified individual for the following position:

EXTERNAL VACANCIES

Interested applicants should provide an application letter, a detailed Curriculum Vitae, certified copies of relevant academic and professional qualifications (foreign qualifications must be accompanied by NQF evaluation letter) and reference letters/testimonials to:

**The Human Resources Manager
PO Box 4230
Vineta
Swakopmund**

OR

**Hand delivery at:
The Arts and Craft Centre, Corner of B1 and Airport
road, Swakopmund**

Fax or email application will not be accepted

Closing Date: Monday 19 October 2026

Only short-listed candidates will be contacted within two (2) weeks of the closing date and no applications will be returned.