# TRAINING ADMINISTRATOR

## NEW HORIZON COPPER (PTY) LTD | KOMBAT

NHC is committed to operating safely, responsibly and efficiently while developing Namibia's copper resources to create long-term value for our people, communities and the country.

We are looking for an organised Training Administrator to join our Human Resources team.

## PURPOSE OF THE JOB

To provide administrative and logistical support for training activities by maintaining accurate training records, schedules, attendance, certificates and provider documentation.

## KEY RESPONSIBILITIES

Coordinate training calendars, venues, learner lists, resources and materials and communicate scheduled training and changes to departments and learners.

Maintain attendance registers, learner files, assessment records, certificates, training matrices and trackers accurately and timeously.

Follow up on missing results, registers and supporting documents and maintain complete, audit-ready training records.

Liaise with approved training providers on schedules, documentation, enrolments, learner communication, logistics and completion follow-up.

Compile routine training reports and completion statistics and support retrieval of evidence for audits and competency verification.

Prepare training materials, coordinate equipment availability and process approved training-related administrative and expenditure documentation.

Maintain confidentiality, accuracy and responsive service while working collaboratively with facilitators, learners and departments.

## MINIMUM REQUIREMENTS

Grade 12 with an Certificate or Diploma in Office Administration, Training Administration, Human Resources or a related field.

Minimum 3 years' relevant training, HR or office administration experience.

Knowledge of confidential record keeping and training-document requirements; relevant system skills will be advantageous.

Experience maintaining training schedules, attendance registers, learner records, certificates, matrices and provider documentation.

Good Microsoft Office and spreadsheet skills, document-control ability and attention to detail.

Strong planning, organisation, coordination, communication, time-management and problem-solving skills.

Integrity, patience, accountability, teamwork, professionalism, adaptability and learner focus.

## WHO SHOULD APPLY?

Applications are invited from candidates who meet the above requirements. Previously disadvantaged Namibians, women, persons with disabilities, and residents of Kombat and surrounding communities are encouraged to apply.

## HOW TO APPLY

Applications must be submitted via our recruitment portal at www.jobportunities.net.

Applicants are also encouraged to register on our recruitment database at https://kombatproject.com/login.

The database is there for candidates to register their details so that we can consider them should a suitable opportunity arise in future.

If you meet the above requirements and are interested in contributing to the success of New Horizon Copper, please submit a detailed CV, certified copies of your qualifications, and a cover letter.

**Closing Date: 13 November 2026 @ 7:00PM**

*NB: Only candidates who meet the minimum requirements will be considered. Shortlisted candidates will be contacted within four weeks of the closing date.*