COSDEF
Community Skills Development Foundation

The Foundation is seeking qualified individuals for the following positions:

EXTERNAL VACANCIES

POSITION 1 HUMAN RESOUCES OFFICER
REPORTING TO: HR MANAGER
DURATION: PERMANENT
LOCATION: COSDEF Support Unit, Swakopmund

Purpose of the Job
To support the Human Resources Manager in implementing day-to-day HR operations, including recruitment, employee relations, HR administration, payroll inputs, training coordination and employee records management, in accordance with organisational policies and applicable labour legislation.

Minimum Requirements
- A Recognised Diploma in Human Resource Management at NQF Level 6, or a relevant equivalent or higher qualification.
- At least two (2) years' relevant experience in Human Resource Management or generalist HR administration.
- Working knowledge of Namibian labour legislation and employment practices.
- Proven understanding of recruitment, employee relations and HR administration.
- Computer literacy, particularly Microsoft Word and Excel.
- Good written and verbal communication skills in English.

Added Advantages
- A bachelor's degree in Human Resource Management or a related field.
- Experience in payroll administration, employee benefits, training coordination and performance management.
- Experience in the education, vocational training or skills development sector.
- A valid driver's licence

Key Competencies
- Integrity,
- Confidentiality,
- Communication skills,
- Attention to detail,
- Planning and organising,
- Problem-solving,
- Interpersonal skills
- And teamwork.

POSITION 2 INFORMATION TECHNOLOGY SUPPORT ASSISTANT
REPORTING TO: INFORMATION TECHNOLOGY SUPPORT OFFICER
DURATION: PERMANENT
LOCATION: COSDEF Swakopmund

Appointment Requirements
- A Grade 12 Certificate or equivalent school-leaving certificate.
- A National Diploma in Information Technology.
- A degree in Information Technology will be an added advantage.
- Industry certifications (A+, N+) will be an added advantage.
- A Valid Code 8 driver's licence will be an added advantage.

Key Performance Areas
- Provide first-line ICT support to the Support Unit and COSDEF Centres, recording, prioritising and resolving user requests.
- Install, configure, maintain and troubleshoot computers, software, printers, email and network connections.
- Assist with maintaining LAN, Wi-Fi, internet, server and remote-access services, and report outages or security concerns.
- Create, update and deactivate user accounts and provide access to systems in line with approved authorisations.
- Assist with server and workstation backups, system monitoring, updates, security checks and preventive maintenance.
- Maintain accurate ICT records, including asset, software licence, warranty, user access, incident and system-change registers.
- Help administer the organisation's website by updating approved content, applying authorised security updates and maintaining backups.
- Support ICT procurement, projects, equipment assessments, replacement planning and budget preparation.
- Promote compliance with ICT policies, security controls and acceptable-use requirements, while protecting confidential information.
- Prepare routine ICT reports, document recurring issues and escalate complex or high-risk matters to the IT Support Officer.

THE FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO THE UPLIFTMENT OF THE PREVIOUSLY DISADVANTAGED. WOMEN ARE ENCOURAGED TO APPLY.

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Key Competencies

- Customer service
- Communication
- Troubleshooting
- Attention to detail
- Confidentiality
- Prioritisation
- Teamwork
- Adaptability

POSITION 3:TVET TRAINER JOINERY AND CABINET MAKING
Reporting to: CENTRE MANAGER
Duration: PERMANENT
Location: COSDEC Mahetago, Swakopmund

Minimum Requirements

1. Candidates must meet the following requirements to be considered:
2. Namibian citizenship.
3. A Grade 12 Certificate or equivalent school-leaving certificate.
4. A relevant trade qualification at NQF Level 3 / N3, or equivalent, in Joinery and Cabinet Making.
5. At least one (1) year's relevant working experience in Joinery and Cabinet Making.
6. Two (2) years' experience as a trainer in a vocational training or similar institution.
7. Computer literacy in the Microsoft Office suite.
8. A self-motivated and results-driven attitude.

Desirable Criteria — Preferred

- Possession of, or currently studying towards, a TVET Trainer Certificate or an equivalent Education, Training and Development (ETD) practices qualification.
- Experience in:
- Delivering NQF-aligned TVET courses.
- Supervising trainees during job attachment.
- Conducting assessments and maintaining records.
- Stock control and tool and equipment maintenance.
- Compliance with occupational safety and environmental requirements.
- Reporting using standard formats.

Key Performance Areas

- Deliver NQF Levels 1 and 2 equivalence course modules to trainees in the relevant occupational area, based on national TVET curricula aligned to NQF-registered unit standards and qualifications.
- Monitor trainees' progression through formative and summative assessments, and maintain records in conformity with national assessment arrangements for TVET.
- Supervise trainees during institutional training and job attachment periods, maintain records and report on trainees' progression in these activities.
- Maintain monthly inventory and stock control records, and safeguard training tools, equipment and all other assets under their control.
- Ensure compliance of course delivery and assessment plans with Foundation and Centre-approved budgets and resource management guidelines.
- Comply with COSDEF and national health and safety standards and policies, and occupation-specific environmental awareness requirements.
- Provide quarterly progress reports on trainees' enrolment, attendance, progression, retention and completion using COSDEF standard reporting formats.
- GENERAL APPLICATION REQUIREMENTS
- All foreign qualifications must be accompanied by an NQA evaluation.

All applicants must

- **Submit a certificate of conduct, which is compulsory and must not be older than three (3) months.**
- **Be Namibian citizens.**

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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: Wednesday 25 November 2026

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

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