



COSDEF (Namibia Community Skills Development Foundation) is a registered Trust co-ordinating the activities of the network of Community Skills Development Centres (COSDECs), Business Development Centres and the Arts and Craft Centre, providing competence based skills training to out-of-school youths and disadvantaged communities throughout Namibia, to enable them to participate in gainful economic activities.

The Support Unit (SU) is the administrative and implementing Secretariat of the Foundation, providing the policy framework, quality assuring program standards, as well as providing administrative and financial support and oversight to the COSDECs.

The foundation is seeking qualified and motivated individuals for the following training positions at the COSDECs across the country:

- POST A: (1 Trainer):** Bricklaying and Plastering, Levels 1-2 (COSDEC Tsumeb) (3 years' full-time contract)
- POST B: (1 Trainer):** Plumbing and Pipefitting, Level 1 (COSDEC Ondangwa) (6 months' full-time contract)
- POST C: (3 X Trainers):** Foundation Engineering Science, Drawing, Building Science and Building Drawing: (COSDECs: Otjiwarongo, Tsumeb, Ondangwa) (6 months' full-time contract).
- POST D: (1X Trainer):** Foundation Pre-Mathematics and Numeracy: (COSDEC Omaheke, Gobabis) (2 months' full-time contract).
- POST E: (4 X Tutors):** Foreign Language in Hospitality and Tourism Tutors: (COSDECs: Benguela, Omaheke, Tsumeb, and Opuwo) (3 months' part-time contract).
- POST F: (1X Tutor):** Entrepreneurship and Financial Literacy: (COSDEC Benguela, Lüderitz) (2 months' part-time contract).

APPOINTMENT REQUIREMENTS:

- Possession of a Grade 12 or equivalent school leaving certificate is compulsory for all three positions, in addition to the below occupational/specialist specific qualification requirements:
- **Specific Requirements for Posts A and B:**
 - Possession of a nationally recognised trade/technical qualification, at NQF Level 3, N3 or equivalent in the occupations of Bricklaying and Plastering (for Post A) and Plumbing and Pipefitting (for Post B).
 - Possession of, or studying towards the TVET Trainer Certificate or equivalent Education, Training and Development (ETD) qualification, will be an added advantage.
 - At least 2 years' relevant industry work and/or training experience in the specific occupations of Bricklaying Plastering (Post A) and Plumbing Pipefitting (Post B).
 - 1-2 years' experience as a Trainer in a TVET/skills training or similar youth skills development institution.
 - Experience working with out of school youths and/or youth from underprivileged ad varied backgrounds.
- **For Post C:** Candidates should possess a relevant qualification equivalent at NQF level 7 in Engineering or related studies, with majors or subjects focus in Engineering Science and Drawing. Alternatively, a trade Diploma or Certificate at NQF Level 5-6 or N 5-6, with a focus on Engineering Science and Drawing.
- **For Post D:** Candidates should possess a relevant qualification equivalent at NQF level 7, with majors or subjects focus in Mathematics, Statistics, or related mathematical disciplines.
- **For Post E:** Candidates should possess a relevant qualification equivalent at NQF level 7, with majors in German Foreign Language, alternatively proven post-secondary school training in German Foreign Language.
- **For Post F:** Candidates should possess a relevant qualification equivalent at NQF level 7, with majors in Business Management, Entrepreneurship, Finance, or related commercial disciplines.

KEY PERFORMANCE AREAS:

- Deliver training sessions in course modules to trainees in the relevant occupational/subject areas, based on the national Technical, Vocational Education and Training (TVET) curricula leading to awarding of NQF registered unit standards, and qualifications.
- Monitor trainees' performance and progression through formative and summative assessments and record keeping thereof in conformity with national assessment arrangements for TVET.
- Supervise trainees during institutional training and maintain records and report on trainee's progression in the respective courses.

- Maintain monthly inventory and stock control records and safeguarding of training tools, equipment and 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.
- Provide monthly and quarterly progress reports on trainees' attendance, progression and retention in the respective courses.

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 these fields are strongly encouraged to apply.

Interested applicants should send an application letter, a detailed Curriculum Vitae, certified copies of relevant academic and professional qualifications and reference letters/testimonials to:

Human Resources

Namibia Community Skills Development Foundation (COSDEF)

P.O Box 4230, Vineta

Swakopmund

OR:

Hand delivered at

COSDEF Support Unit

45 Mandume Ndemufayo

CLOSING DATE: FRIDAY, 21 May 2021 @ 13:00

Only Short-listed candidates will be contacted within two weeks after the closing date and no applications will be returned.

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