

The Company

Our client is a training institution and have been in existence for over 30 years as one of the leading Namibian Vocational Education and Training (VET) institutions with an intake of about 1200 trainees per annum in various technical disciplines. They are committed to offering quality vocational training to assist in developing a skilled labour force and to strengthen socio-economic development by promoting an entrepreneurial skillset in all graduates. Since inception they have experienced steady growth in the number of trade intakes and they want to expand their course offerings to include additional technical courses aimed at filling an emerging need in the market. They provide graduates with a sound foundation in both theory and practice, as well as an opportunity to gain experience in the working environment, putting employable skills at artisan level into the market. Our client's vision is to become a profitable and self-sustainable institution through service delivery to market-leading organisations. They seek to appoint dynamic, creative, and strategically astute professionals; individuals with the necessary technical abilities who can also inspire and implement change within the organisation. These individuals will form part of a new movement seeking to grow the institution by introducing innovative ideas and by expanding the scope of training offered. They will be part of an exciting journey which will oversee the growth and development of the organization into an industry leading force.

The Position

Our client seeks an innovative and business-minded Centre Manager to develop, direct, and lead the institution. The successful candidate will be instrumental in guiding all departments. The Head of Finance and Administration, Head of Liaison, and Head of Training will fall under the management of the Centre Manager. Therefore, he/she must demonstrate exceptional leadership skills. The institution's current status quo of being the preferred vocational training center must be maintained and further enhanced. He/she will be required to expand the scope of services offered by the institution so as to increase revenue through the creation of self-sustainable and profitable initiatives. The incumbent must have exposure to higher education environments and the skill of transactional and hands-on leadership, including operational shrewdness to successfully run the institution and its departments. The successful candidate will report directly to the Board of Directors and will contribute to the development and implementation of a strategic business plan. Furthermore, he/she will take full responsibility for stakeholder management, and leading and directing a staff complement of 75. He/she must be able to drive the enterprising imperatives and strategic objectives of the business, and must therefore have a solid exposure to all business disciplines such as sales, human resources, marketing, finance, and strategy.

Key focus areas:

1. **Organisational business imperatives:** Develop, articulate, and implement the vision and strategy of the institution and develop operational plans that meet targets and priorities.
 2. **Infrastructure:** Develop and implement infrastructural needs, systems, policies, and procedures.
 3. **Business development:** Oversee financial and general administration and reporting. Actively identify and support opportunities for income generation and ensure financial sustainability.
 4. **Quality assurance and organisational development:** Oversee the delivery and improvement of quality vocational training and education, and achieve respectable pass rates. Augment the organisational structure, meet the quality standards, achieve stated objectives and review the effectiveness of the management system.
 5. **Stakeholder engagement:** Engage and manage stakeholders, industry, employees, and trainee expectations as well as encourage innovation and development to enhance graduate employability and build effective relationships and alliances with current and potential stakeholders.
 6. **Employee Recruitment and retention:** Recruit, coach and mentor staff members and harness their skills and capabilities in line with business imperatives.
- a) **Corporate Governance:** Ensure compliance with statutory obligations, health, safety and security, student wellbeing, and maintain and improve asset and maintenance programs.

The Person

Minimum requirements:

- A Master's Degree; or an Honours Degree in any discipline - coupled with a Bachelor of Education and proven years of experience
- At least 7 years' experience in a vocational training or higher education institute; 5 of which must have been in a management role.
- Technical industry-related experience and 3 years as a principal.
- Exceptional computer skills in Microsoft Office, e-learning, and ERP are required.
- An MBA and/or supporting qualification/degree in a technical field would be an added advantage.

Competency requirements:

- Exceptional communication skills, both verbal and written.
- Ability to develop and drive appropriate business growth strategies.
- An understanding of business principles and experience in business processes and design.
- Ability to lead and motivate others effectively; coupled with team building abilities
- An ability to drive a transformative culture and be highly accountable.
- Ability to critically evaluate situations and offer solutions to challenges.
- A strategic thinker with excellent problem-solving and negotiation skills.
- The ability to foster and maintain sensitive relationships within the industry
- An ability to drive the entrepreneurial aspect of the business
- An ability to guide and spearhead departments.
- Emotionally intelligent and exceptional leadership skills.

Interested?

- Closing date: **29 May 2020**
- e-mail your CV to info@potentia.com.na

Please be advised that all applications will be handled exclusively by Potentia Namibia Recruitment (Pty) Ltd and all selected candidates will be required to undertake an assessment test. Only electronic CVs will be accepted.